## WORKSHEET: CLEARING OUT THE BLOCKS

THAT ARE KEEPING YOU FROM RETIRING WHEN YOU FEEL READY IN MANY WAYS
I. Take inventory of the things you have accomplished and been involved in during your years of active employment. Set aside time to reflect and list those things on a notepad and then transfer the items of most significance to you here:
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Acknowledge and celebrate all you have done and accomplished!!
II. Review the above list to see what items provide ideas for launching you into the next phase of your life. Use that as a starting point and brainstorm ideas without eliminating or editing them.
III. Plan for your exploration of directions and options you wish to explore by 1) prioritizing the list, 2) determining how you will fit that into your schedule over the coming weeks and months, and 3) preparing a list of things you want to find out as you research and talk to people.

PRIORITY EXPLORATIONS AND SCHEDULING TIME SLOTS

## INFORMATION TO GATHER DURING THIS EXPLORATION

IV. Create a plan for leaving files, records and office in great shape for your successor. List All Components of Achieving this Goal With General Timeline

On a notepad, break down these major components into projects and tasks. Then come back to this worksheet and write lists of tasks according to the length of time it will take to do them. You want to have a range of lengths starting with 10-15 minutes up to an hour or multiple hours. Strive to break things down so you can complete tasks that will get you going, build momentum and use small time segments toward your larger goals.

Add your lists by time here:
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