

LDC STRATEGIES
COACH LORI ANNE



3 Steps to
**CLEAN UP
YOUR OPENS,
MESSSES &
INCOMPLETES**



CLEAR YOUR MIND • RECLAIM YOUR ENERGY
TAKE INTENTIONAL ACTION

VOLUME

1

THE
TAKE ACTION™
Quick Win Collection

Coach Lori Anne

America's #1 Take Action
Success Coach & Strategist





Clean Up Your MESSSES & INCOMPLETES



Clean up your **Messes** and **Incompletes** is intended to help you understand that you may be tolerating certain things in your life that can keep you from achieving your goals and ultimate vision. It will increase awareness of how tolerating little things can get in the way of the accomplishing bigger things. This process will help you streamline your life, free up time and energy (mental and physical), to create more time to focus on goals and your ultimate vision.

In planning anything in life it is nice to start with a clean slate which allows you to focus on what is in front of you. So, before we go into the goals section I offer in my program, we need to look at where we have messes and incompletes. If we don't do this two things can get in the way of achieving our goals:

“

When we clear what weighs us down, we create space for what lifts us up.

Let's clear the way forward.

1

When we don't handle our irritations, tolerances, messes and incompletes, we are constantly paying attention to them, which distracts us from what we want to create. Things like a messy garage, an incomplete relationship, something that needs painting, organizing or repair. All of these things take our attention away from what we want to focus on, like our goals.

2

We may go into resignation. When we can't find something we need or we have to tolerate something that is not working, we may feel that if we can't handle this little thing, how are we going to accomplish our bigger goals?

“

When we don't complete the past, we can't be free to fully embrace the present, let alone the future. It is important that we clean up our messes, incompletes, tolerations and irritations.



I am going to ask you to close your eyes and bring to your awareness some of the Irritations and Tolerations as well as Incompletes and Messes in your own life. I have provided a worksheet for you to note them on. Once you create a list of these things you will go through a series of questions designed to get into action to begin to resolve them.





WHY CLEAN UP YOUR OPENS, MESSSES & INCOMPLETES?



It's more than getting organized — it's about creating mental clarity, emotional peace and the freedom to focus on what truly matters.

THE HIDDEN WEIGHT YOU CARRY

When we leave things unfinished or tolerate what no longer serves us, our brain keeps a tab on it. It's called the **Zeigarnik Effect** — a psychological phenomenon that explains why our minds stay focused on incomplete tasks. Our brain is constantly nudging us to close the loop. That background noise creates stress, distraction and drains energy.

WHAT THE SCIENCE SHOWS

Studies in neuroscience and productivity reveal that clutter — both physical and mental — competes for our attention and reduces our ability to think clearly and make good decisions. When we clear our opens, messes and incompletes, we free up brainpower, increase focus and feel a greater sense of control.

THE ENERGY IMPACT

Every open loop is an open drain. It takes energy to avoid, postpone or tolerate what's not complete. Clearing these helps you reclaim time, reduce overwhelm and get your energy back.



Mental clutter
is like having
too many tabs open
in your browser.

*Everything slows
down.*

The Research Supports It



The Zeigarnik Effect (1927)

Our brains remember and preoccupy on incomplete tasks until they are finished.



Princeton Neuroscience Institute

Clutter competes for your attention, making it harder to process information and make decisions.



UCLA Study on Clutter

Physical clutter is strongly linked to increased cortisol levels — the stress hormone.



Harvard Business Review

Reducing unfinished work increases productivity, improves mood and boosts overall performance.

The Bottom Line

When you clean up your opens, messes and incompletes, you:



Reduce stress
and mental
clutter



Increase focus
and productivity



Create more
time and
energy



Build confidence
and follow
through



Move forward
with clarity
and purpose



You can't create your future from a cluttered past.

CLEAN UP TODAY — SO YOU CAN CREATE TOMORROW.





IRRITATIONS & TOLERATIONS

EXERCISE



Let me walk you through this.

Close your eyes and think of something in your life that you are tolerating in any area. It could be in the area of health, finance, personal, professional... just think of one thing.



It might be a messy garage, a broken screen door, and boxes of photos that will go into an album someday or that you are going to scan. You know...the *someday* files, do you know what a *someday* file is? Do you know when some day is?



Maybe you are tolerating a technology issue, your emails are deleting on your phone but not your tablet, nothing is syncing properly, taking you twice as much time to deal with your e-mails and messages.



Now think of other things that are in your way... think about a relationship or something physical, what are you tolerating?



Take a moment to walk through your home and think about what are some of the things that are incomplete. A wall with a crack, something needs re-painting, anything like that.



Now open your eyes and write these things on your worksheet.



How can I fix it? Doesn't mean you are going to do it, but you are becoming aware of what you could do about it should you choose. What can you do to fix it may be delegate the task, hire it out, what can you do to fix it specifically. There is always an action step to move it forward.



Who can I delegate all or part of fixing it to? We are working with the idea of asking for help. Sometimes it is your spouse, your child, your assistant, maybe you are not qualified to do the job, could you offer a trade of services with someone who is?



Notice why you stop yourself from asking. "Well I don't want to bother my partner or my assistant, they are both so busy, etc." The potential benefits of asking are less stress, more focus, someone will say yes and help you.



Key

IRRITATION & TOLERATION QUESTIONS TO ASK YOURSELF

- 1 What irritates you?
- 2 What do you need to do to fix it?
- 3 Who could you ask for help?
- 4 How do you stop yourself from asking?
- 5 What is the possible benefit of asking?
- 6 When will you ask - Due Date?



Due Date

By when?
Moving into action key is to not let things build up so things become such a mess you can't deal with it any more. Put a date on each of these to-do's. This will put you into **ACTION**.





EXAMPLE OF THE WORKSHEET



Irritation and Toleration List

MY IRRITATION LIST

WHAT IS IRRITATING ME?	HOW CAN I FIX IT?	WHO CAN I DELEGATE ALL OR PART OF FIXING IT TO?
Emails	Respond or trash	Ask my assistant for help 1 hour a week
Junk drawers	Ask my son to help	My son 1 hour a week
Missing Tupperware lids	Get new Tupperware	My housekeeper
Dirty carpets	Schedule a cleaning	My wife or my assistant
Negative attitudes	Choose to surround myself with positive people	Ask my accountability partner to support me
Messy garage	I can buy racks to be more organized	A local handyman



- 1 What irritates you?
- 2 What do you need to do to fix it?
- 3 Who could you ask to help get it handled?
- 4 How do you stop yourself from asking?
- 5 What is the possible benefit of asking?
- 6 When will you ask them?

Not only are we working with the idea of identifying these irritations and messes, we are also working with the idea that asking for help to get things handled is a useful skill and a way to problem solve. And, most importantly by cleaning up these messes, we are creating space and time to accomplish the important goals we want to manifest.





IRRITATION AND TOLERATION LIST WORKSHEET



Take Awareness. Take Action. Create Freedom.



Use this worksheet to capture the irritations and tolerations in your life.
Complete the next pages to turn awareness into action.

 WHAT IS IRRITATING ME?	 HOW CAN I FIX IT?	 WHO CAN I DELEGATE ALL OR PART OF FIXING IT TO?





MESSES & INCOMPLETES



List any incompletions or messes in your life that might be taking some attention units away from you. At the end of this process, take this page and put it where you can't miss it and make a commitment to clean up some of your incompletions or messes every month – more often if possible.

Are You Preventing Abundance by Holding on to These Incompletions? Here are some questions to ask yourself while you work this process – For example:



- 1 Make a plan to complete anything outstanding.
- 2 Do you have former business activities left unresolved?
- 3 Are there promises not kept, not acknowledged or not re-negotiated that you need to take care of?
- 4 Do you have unpaid debts or financial commitments?
- 5 Are your closets overflowing with clothing never worn?
- 6 Do you have disorganized garage crowded with old discards?
- 7 Do you have haphazard or disorganized tax records?
- 8 Is your checkbook not balanced or do you have accounts that should be closed?
- 9 Do you have "junk" drawers full of unusable items?
- 10 Do you have missing or broken tools?
- 11 Is your attic filled with unused items?
- 12 Is your car trunk or back seat full of "trash"?
- 13 Do you have incomplete car maintenance?
- 14 Is your basement disorganized or filled with discards?





MESSES & INCOMPLETES

Notice. Acknowledge. Release. Move Forward.



The more aware you become of what's unfinished,
the more power you have to create what's next.

Use the space to reflect and take notes.

“

Small things left undone
can keep big dreams
on hold.

”

- 15 Do you have a credenza packed with completed or unrealized projects?
.....
- 16 Do you have filing left undone?
.....
- 17 Is your computer not backed up?
.....
- 18 Is your desk surface cluttered or disorganized?
.....
- 19 Do you have family pictures never put into an album?
.....
- 20 Do you have mending, ironing, or other piles of items to repair or discard?
.....
- 21 Have you deferred household maintenance?
.....
- 22 Do you have personal relationships with unstated resentments or appreciations?
.....
- 23 Do you have forgiveness that needs to occur?
.....
- 24 Have you not spent time with people you've been meaning to spend time with?
.....
- 25 Do you have incomplete projects or projects delivered without reporting or asking for feedback?
.....
- 26 Is there acknowledgment that needs to be asked for?
.....



TAKE COMMITMENT ACTION

Review this list regularly and choose at least one item
to clear each month. Progress creates freedom.





TIME TO DO THIS! *Follow these simple steps*



- 1 I want you to just list your messes and incomplete's.
- 2 I want you to look at each of these incomplete tasks/projects and identifying how to handle them expeditiously.

I CALL THIS THE 4 D'S:



DO IT



DELEGATE IT



DELAY IT



DUMP IT



DO IT

This will be your list of To Do's.



DELEGATE IT

Give it to someone else to handle and complete for you.



DELAY IT

Something that doesn't need attention in the next 90 days.
(Put these items on your next 90 day list.)



DUMP IT

These items no longer resonate and need to be done –
may be due to a shift in the direction of your business
or a shift in your focus.

Just Dump It – If you are meant to do this it will come back around.



Now, we normally start with 100
but for this exercise start with 30.





TO DO'S WITH FINISH BY'S



List your to-do's and commit to when you'll start, when you'll finish, and when it will be done.

 TO DO'S	 I'LL START BY	 I'LL FINISH BY	 DONE
1.	____/____/____	____/____/____	☐
2.	____/____/____	____/____/____	☐
3.	____/____/____	____/____/____	☐
4.	____/____/____	____/____/____	☐
5.	____/____/____	____/____/____	☐
6.	____/____/____	____/____/____	☐
7.	____/____/____	____/____/____	☐
8.	____/____/____	____/____/____	☐
9.	____/____/____	____/____/____	☐
10.	____/____/____	____/____/____	☐
11.	____/____/____	____/____/____	☐
12.	____/____/____	____/____/____	☐
13.	____/____/____	____/____/____	☐
14.	____/____/____	____/____/____	☐
16.	____/____/____	____/____/____	☐
16.	____/____/____	____/____/____	☐
13.	____/____/____	____/____/____	☐
19.	____/____/____	____/____/____	☐
20.	____/____/____	____/____/____	☐
22.	____/____/____	____/____/____	☐
22.	____/____/____	____/____/____	☐
24.	____/____/____	____/____/____	☐
25.	____/____/____	____/____/____	☐
26.	____/____/____	____/____/____	☐
27.	____/____/____	____/____/____	☐
28.	____/____/____	____/____/____	☐
29.	____/____/____	____/____/____	☐
30.	____/____/____	____/____/____	☐



COMMIT • FOCUS • FINISH

Small, consistent actions lead to big results.

Plan it. Start it. Finish it. Celebrate it.





TO DO'S WITH FINISH BY'S



List your to-do's and commit to when you'll start, when you'll finish, and when it will be done.

 TO DO'S	 I'LL START BY	 I'LL FINISH BY	 DONE
31.	___ / ___ / ___	___ / ___ / ___	☐
32.	___ / ___ / ___	___ / ___ / ___	☐
33.	___ / ___ / ___	___ / ___ / ___	☐
34.	___ / ___ / ___	___ / ___ / ___	☐
35.	___ / ___ / ___	___ / ___ / ___	☐
36.	___ / ___ / ___	___ / ___ / ___	☐
37.	___ / ___ / ___	___ / ___ / ___	☐
38.	___ / ___ / ___	___ / ___ / ___	☐
39.	___ / ___ / ___	___ / ___ / ___	☐
40.	___ / ___ / ___	___ / ___ / ___	☐
41.	___ / ___ / ___	___ / ___ / ___	☐
42.	___ / ___ / ___	___ / ___ / ___	☐
43.	___ / ___ / ___	___ / ___ / ___	☐
44.	___ / ___ / ___	___ / ___ / ___	☐
45.	___ / ___ / ___	___ / ___ / ___	☐
46.	___ / ___ / ___	___ / ___ / ___	☐
47.	___ / ___ / ___	___ / ___ / ___	☐
48.	___ / ___ / ___	___ / ___ / ___	☐
50.	___ / ___ / ___	___ / ___ / ___	☐
51.	___ / ___ / ___	___ / ___ / ___	☐
52.	___ / ___ / ___	___ / ___ / ___	☐
53.	___ / ___ / ___	___ / ___ / ___	☐
54.	___ / ___ / ___	___ / ___ / ___	☐
55.	___ / ___ / ___	___ / ___ / ___	☐
56.	___ / ___ / ___	___ / ___ / ___	☐
58.	___ / ___ / ___	___ / ___ / ___	☐
59.	___ / ___ / ___	___ / ___ / ___	☐
60.	___ / ___ / ___	___ / ___ / ___	☐



COMMIT • FOCUS • FINISH

Small, consistent actions lead to big results.

Plan it. Start it. Finish it. Celebrate it.



★ GO GETTER SUPER STAR! ★

Extra pages for the go getter super star who goes all the way to 100!





TO DO'S WITH FINISH BY'S



List your to-do's and commit to when you'll start, when you'll finish, and when it will be done.

 TO DO'S	 I'LL START BY	 I'LL FINISH BY	 DONE
61.	___/___/___	___/___/___	☐
62.	___/___/___	___/___/___	☐
63.	___/___/___	___/___/___	☐
64.	___/___/___	___/___/___	☐
65.	___/___/___	___/___/___	☐
66.	___/___/___	___/___/___	☐
67.	___/___/___	___/___/___	☐
68.	___/___/___	___/___/___	☐
69.	___/___/___	___/___/___	☐
70.	___/___/___	___/___/___	☐
71.	___/___/___	___/___/___	☐
72.	___/___/___	___/___/___	☐
73.	___/___/___	___/___/___	☐
74.	___/___/___	___/___/___	☐
75.	___/___/___	___/___/___	☐
76.	___/___/___	___/___/___	☐
77.	___/___/___	___/___/___	☐
78.	___/___/___	___/___/___	☐
79.	___/___/___	___/___/___	☐
80.	___/___/___	___/___/___	☐
81.	___/___/___	___/___/___	☐
82.	___/___/___	___/___/___	☐
84.	___/___/___	___/___/___	☐
85.	___/___/___	___/___/___	☐
86.	___/___/___	___/___/___	☐
87.	___/___/___	___/___/___	☐
88.	___/___/___	___/___/___	☐
89.	___/___/___	___/___/___	☐
90.	___/___/___	___/___/___	☐
91.	___/___/___	___/___/___	☐
92.	___/___/___	___/___/___	☐
93.	___/___/___	___/___/___	☐
94.	___/___/___	___/___/___	☐
95.	___/___/___	___/___/___	☐
96.	___/___/___	___/___/___	☐
97.	___/___/___	___/___/___	☐
98.	___/___/___	___/___/___	☐
99.	___/___/___	___/___/___	☐
100.	___/___/___	___/___/___	☐



COMMIT • FOCUS • FINISH

Small, consistent actions lead to big results.

Plan it. Start it. Finish it. Celebrate it.



★ GO GETTER SUPER STAR! ★

Extra pages for the go getter super star who goes all the way to 100!





COACH LORI ANNE



Meet Coach Lori Anne!

She's not just your average success guru; oh no, she's the guiding light on your journey to becoming the most vibrant, authentic version of yourself!

America's #1 Take Action Success Coach & Strategist, is a #1 International Best Selling Author, Inspirational Speaker; Radio Host of 'Healthy Lifestyle with Lori Anne'; TV Personality; Empire Builder; Visionary & recognized expert.



Coach Lori Anne isn't just about boosting profits; she's on a mission to nurture your spirit, fuel your passions, and ignite the flames of growth within your soul. With a heart as expansive as the universe itself, she's dedicated to fostering a culture of love, kindness, and personal empowerment.



Imagine a world where every setback is a stepping stone, every challenge a chance for growth, and every dream a seed waiting to bloom. That's the world Coach Lori Anne invites you to inhabit, where self-discovery is celebrated, and every moment is an opportunity to shine.



Through her gentle guidance and unwavering support, Coach Lori Anne helps you peel back the layers of self-doubt, revealing the radiant gem that lies within. With her compassionate approach to coaching, she empowers you to embrace your unique gifts, honor your deepest desires, and step into the fullness of your potential.



But it's not just about personal transformation; it's about creating ripple effects of love and positivity that extend far beyond yourself. With each heart she touches and each life she inspires, Coach Lori Anne leaves an indelible mark of hope and possibility.



So, if you're ready to embark on a journey of self-discovery, growth, and boundless joy, look no further than Coach Lori Anne. Together, let's embrace the beauty of becoming, and step into the infinite possibilities of our truest selves.



Take Action Academy

Make your Ambitious Dreams a Reality

CLARITY. STRATEGY. ACTION. RESULTS.



ACTION ACCELERATOR WORKSHOP SERIES

SCAN ME



This is a **12 month series** that gives you access to my most requested tools, resources, and trainings. You can register for the entire series or the individual workshops you desire.



GET CLARITY
on what
matters most



SET POWERFUL
GOALS
with purpose



TAKE INTENTIONAL
ACTION
with consistency



CREATE A LIFE
YOU LOVE
on your terms

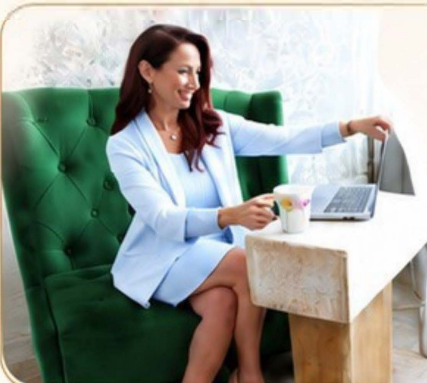


TAKE ACTION WITH JET PROPULSION PROGRAM

SCAN ME



This **6 month program** builds a strategy and plan; empowers you to embrace your unique gifts, honor your deepest desires, and **step into the fullness of your potential.**



COACH ON CALL

Your Immediate ACCESS

WHEN YOU NEED IT

AMERICA'S #1 TAKE ACTION
SUCCESS COACH & STRATEGIST

Coach Lori Anne

SUPPORT & GUIDANCE
WHEN YOU NEED IT

DOWNLOAD
THE COACH ON
CALL APP

SCAN ME



30-MINUTE
STRATEGY SESSION
for clarity, solutions,
and action.



ACCOUNTABILITY &
ENCOURAGEMENT
to help you stay
focused and consistent.



REAL SUPPORT
WHEN YOU NEED IT
so you never have to
figure it out alone.



Super Ball Quiz



Scan Me

Take the Super Ball Quiz
& schedule a 30 minute

FREE Session

with Coach Lori Anne
to Discuss Your
Bounce Pattern

“

*One conversation
can change your direction.
One decision
can change your life.*



www.CoachLoriAnne.com



516-983-3591



hello@ldcstrategies.com

CLARITY IN YOUR MIND. ♥ PURPOSE IN YOUR HEART. ♥ ACTION IN YOUR LIFE.

Action Accelerator WORKSHOP SERIES

TAKE ACTION ACADEMY MONTHLY ACTION ACCELERATOR WORKSHOP SERIES:

Transforming - Ignite your Impact



Step into a powerful year-long journey of growth, transformation, and impact! Each month, we dive into dynamic workshops designed to propel you forward, whether you're setting visionary goals, creating a powerful mindset, or elevating your productivity.



READY TO ACCELERATE YOUR GOALS?
COMMIT TO THE FULL YEAR AND SAVE!



Invest in your growth and save big! The Action Accelerator Workshop Series is designed to keep you moving forward every month with powerful sessions focused on achieving your dreams, one actionable step at a time. The workshops stack on the previous workshop but they are designed to even be taken alone.

That is up to you ...



WHY GO ALL-IN?



Purchasing the full series is more than just a discount—it's a commitment to YOURSELF. With 12 transformative workshops, this series will help you:



Stay Consistent: Monthly workshops ensure you stay on track and keep your goals top of mind.



Build Lasting Habits: Each session builds on the last, creating momentum and progress in every area of your life.



Take Real Action: With a supportive community and tools for each month, you'll be guided to make real, impactful strides toward your goals.



WHY WAIT? You can buy individual workshops as you go, but the full series is the best deal AND the best way to make lasting change. This isn't just a savings—it's an *investment in your future*.



Ready to take action and accelerate your dreams?



SAY YES TO A YEAR OF GROWTH AND GRAB YOUR SPOT IN THE
ACTION ACCELERATOR WORKSHOP SERIES TODAY!

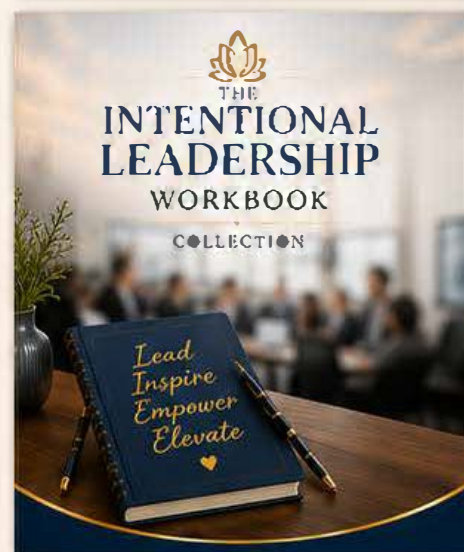
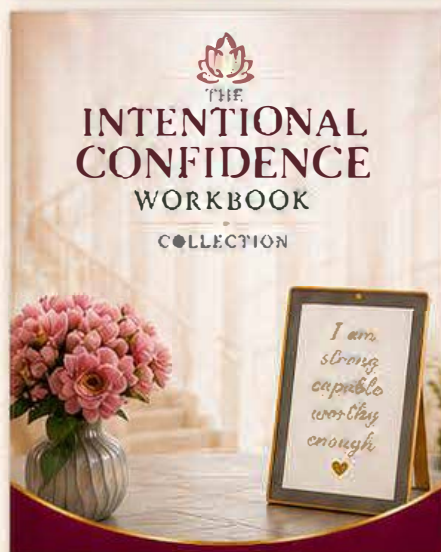
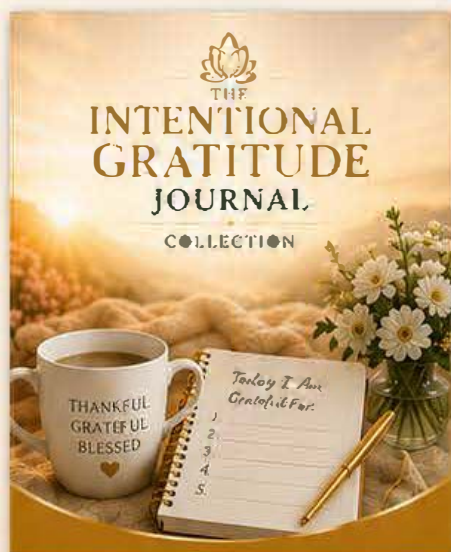
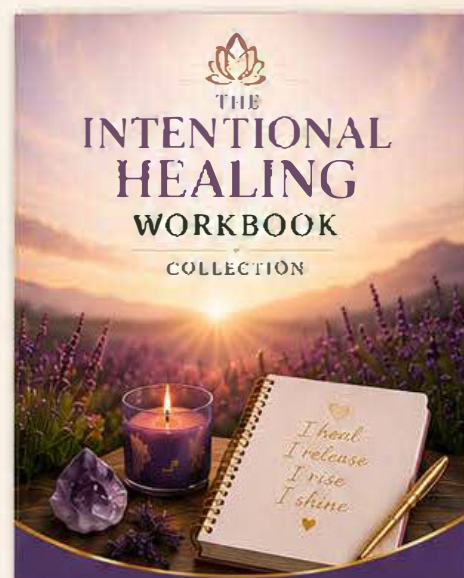
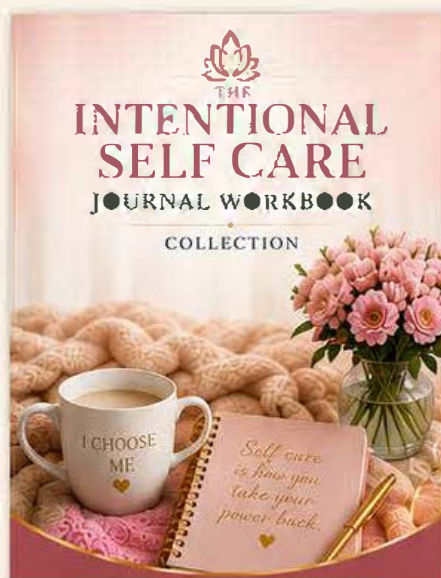
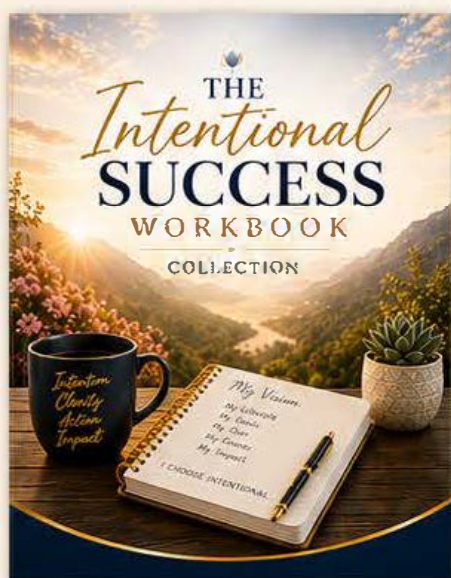
Here's a glimpse of what's in store:



EXPLORE THE INTENTIONAL *Collection*

A signature collection of workbooks and journals
designed to help you create the life you truly want.

CLARITY IN YOUR MIND. ♥ PURPOSE IN YOUR HEART. ♥ ACTION IN YOUR LIFE.



ONE COLLECTION.

Endless Transformation.

DESIGN YOUR LIFE. BUILD YOUR BLUEPRINT. TAKE INTENTIONAL ACTION. ♥





WHAT'S NEXT?

SCAN • CONNECT • GROW

Continue your journey with Coach Lori Anne by scanning the QR codes below.



VISIT MY WEBSITE

Inspiration, resources, events, and more.



SCAN ME



THE INTENTIONAL SUCCESS COLLECTION™

Explore books, planners, journals & resources.



SCAN ME



TAKE ACTION WITH JET PROPULSION®

Coaching, mentoring & transformational programs.



SCAN ME



ACTION ACCELERATOR WORKSHOP SERIES

Register for upcoming monthly workshops.



SCAN ME



HEALTHY LIFESTYLE WITH LORI ANNE

Listen, learn & be inspired.



SCAN ME



HELP ME UNDERSTAND WITH COACH LORI ANNE

Meaningful conversations that spark growth.



SCAN ME



BOOK A DISCOVERY CALL

Let's explore how we can work together.



SCAN ME



JOIN MY COMMUNITY

Get inspiration, free gifts, updates, and exclusive content.



SCAN ME

WAYS TO CONTINUE GROWING



CLARITY

Gain the clarity you need to move forward with confidence.



ACTION

Take inspired action and create momentum in your life.



GROWTH

Live intentionally and create the life you love.

“

The next chapter of your life is waiting for you.
Let's make it your best one yet!

”

CONNECT WITH COACH LORI ANNE



www.CoachLoriAnne.com | www.ldcstrategies.com



hello@ldcstrategies.com



516-983-3591



Speaking • Coaching • Training

Keynotes, workshops, coaching, masterminds, and customized programs for individuals, teams, organizations, and events.

Coach
LORI ANNE

AUTHOR • SPEAKER
COACH • MENTOR



Thank You!

Thank you for inviting me to be part of your journey.
Never underestimate the power of one intentional decision.
It has the ability to change everything.

After all...
someday deserves a date.



Stay Connected



Follow Coach Lori Anne on social media for daily inspiration and updates on events, workshops, and new releases.



Your future isn't something you wait for...
It's something you intentionally create.

