

Clear Your Head Time

There are two main types of worries **unproductive worry**, which generates a lot of “what-ifs” that do not lead to any concrete practical action and **productive worries** helps you get problems solved and that leads to action that you can take right now.

Preparing for “Clear Your Head Time”

- **Schedule “Clear Your Head Time”.** Problem solving takes energy and concentration and isn’t something that can be done on the run. Time and attention is needed to benefit from this exercise. Remind yourself to leave the worries for this time of day (e.g., 9:00-9:30AM).
- For 15 to 30 minutes write down all your worries of the day and cross out all the unproductive worries and work on solving the productive worries.
- **Deal with each productive worry one on one.** Deal with one problem at a time. Try not to find multiple solutions to everything at once, because your quality of solutions may suffer. To help with this stick your thinking time to a limit – if there is more to be done you can leave it for the next day.
- **Use paper.** Writing it down can be helpful, many things can become clearer with paper and pen. Don’t try to solve the problem in your head because things can get cluttered.
- After this exercise engaging in a self-care activity that can help you let go (e.g., go for a walk, play with your dog, make a meal, clean a cluttered room, garden).

