



7 Steps To Purge Your Life Of Open Loops

And unlock a wave of "trapped" energy you can
redeploy:



Why You Feel Overwhelmed & Lack Cognitive Energy

The answer is simple:

You have too many "open loops" in your brain.

On its own, each loop isn't enough to crush your momentum.

But when stacked together?

They Create A Vicious Cycle:



The more open loops you have, the harder it is to focus



The harder it is to focus, the fewer loops you close



The fewer loops you close, the faster they pile up

Before long, your brain isn't a clean slate ready to take action.

This was me before I boarded the flight.

Until I used these 7 simple steps:



Step 0: Preparing For This Exercise

Before we get tactical, it's worth treating this like a real reset.



Block off 2-3 hours so you can fully sink into flow



Use pen & paper **ONLY** without WiFi or your phone nearby to prevent distraction



Do it on a weekend or off-day, when your brain isn't bouncing between a bunch of meetings & tasks

None of this is mandatory.

But the more you commit, the more loops you will actually close.

Step 1: Brain Dump Every Open Loop In Your Life

The first step to purging the open loops is to identify them.

Here's how to do it:



Set a timer for 10 minutes and list everything you possibly can



Make a heading title "Open Loops" at the top of the page



Start bulleting out anything & everything that's currently taking up your attention

During the brain dump, do not try to sort or solve anything.

Just list as many things as you can.

Step 2: Rank Each For Importance, Urgency, and Effort

We're going to create a list of weights that will make it extremely clear what's actually worth working on:



Importance (1-5 scale). 1 is basically irrelevant and 5 is highly impactful. For example: *"Clean up notes on my desk"* might be a 1. *"Decide where to live next year"* might be a 5.



Urgency (1-5 scale). 1 is not urgent and 5 is highly urgent. For example: *"Rearrange bookshelf"* might be 1. *"File taxes before deadline"* might be a 5.



Effort (1-5 scale). 1 is very low effort and 5 is very high effort. For example: *"Make this week's date reservation"* might be a 1. *"Sell house"* might be a 5.

Now we can create a structured plan of what to work on + build momentum along the way.

Step 3: Create Your "Quick Wins" Momentum List (But Don't Work On Them Yet)

The fastest way to build momentum is by clearing out the small stuff that is quietly taking up space.

This will give you a quick dopamine hit, making progress easier. **Here's how to do it:**



Pull up your list of loops



Title a new list called "Quick Wins" underneath



Scan your list for all items on the 1 or 2 on the effort scale and put them on your new list + cross them out from your old list

Assemble this list, but don't work on it yet.

Step 4: Eliminate The Low Importance, Low Urgency Until Later

From here, we're going to "close the loop" on loops that aren't worth closing.

So, these low importance, low urgency open loops will wait until later. **Here's how to find them:**



Title a new list called "Someday/Later"



Scan everything that's left on your list



Find anything that is 3 or below on Important AND Urgency and add it to this list



Set a simple date in the future when you're going to reevaluate the items on this list

At this point, you should begin to see clarity emerging.

Step 5: Consolidate Your Highly Important + Highly Urgent Projects

Now, we'll follow the same "rewriting" process we've done in the last two steps:



Make a new header under your Quick Wins + Someday/Later list called "Active Projects"



Scan your list for everything that's left over



Transfer each of them to your new Active Projects list + cross it out from your original list

You should only have items on this list that have 4 or more for Importance or Urgency.

From here, it's time to build momentum.

Step 6: 60-Minute Power Hour On Your Quick Wins

Our first momentum-building step will be to tackle as many Quick Wins as we can:



Set a timer for 60 minutes



Take the list of quick wins we just created and start on the easiest one



Complete it or handle it—and then give yourself a big fat checkmark next to it (or cross it out with a line)



Repeat for as many as you can in 60 minutes

Complete as many quick wins as you can, but you can come back to finish later today or tomorrow.



Step 7: Begin The High Impact + High Urgency

If you've followed the steps so far, you should be sitting with three lists:



A list of low-effort quick wins that you've completely checked off



A list of highly important + highly urgent projects



A list of non-important & non-urgent projects that are not worth your time at the moment

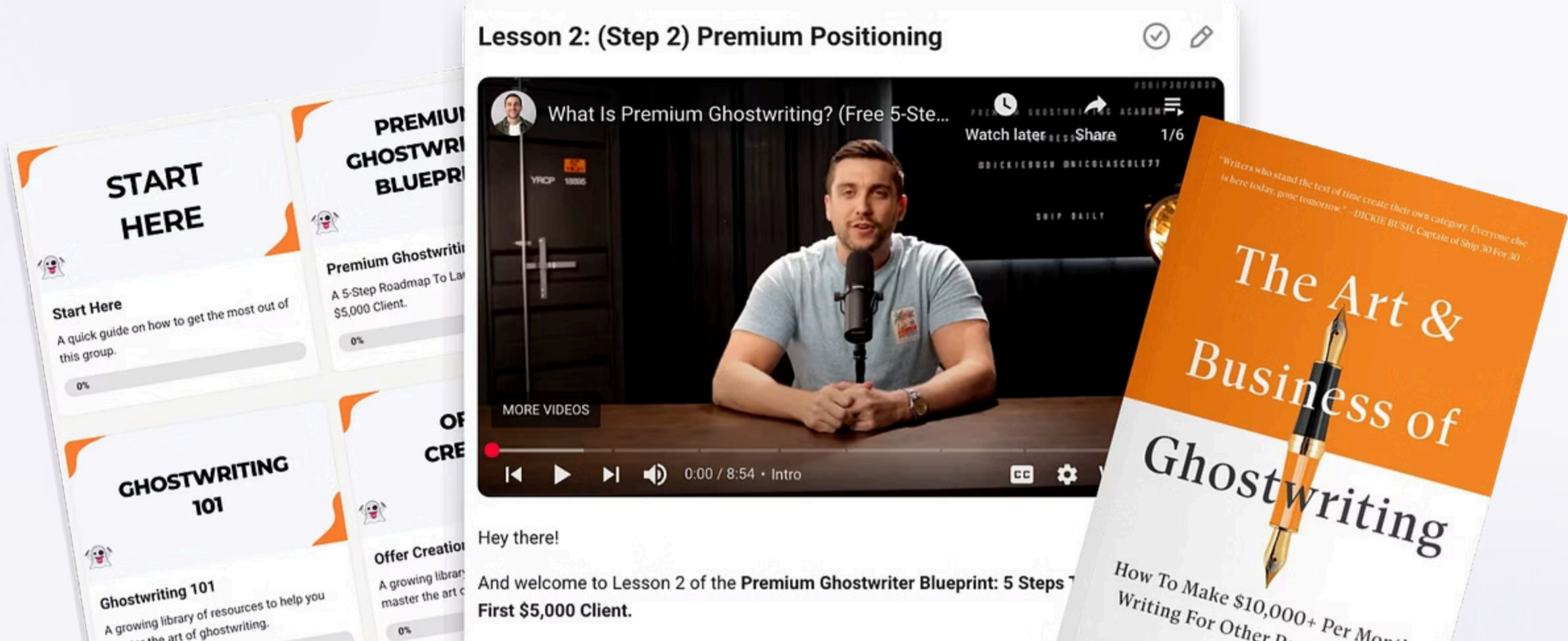
Take a second to breathe it in.



This is how you should be operating most of the time.

Tackling quick actions the second they pop up to prevent them from piling up. Keeping the highly important & highly urgent projects top of mind to work on daily.

And closing the loop on things you're not working on by putting them on a later list and revisiting them in the future.



This is the process I'm using to scale my business to \$1,000,000/month.

But I made my first \$10,000 online as a ghostwriter.

(While working 12-hour days at my Wall Street job.)

Ghostwriting is the perfect side hustle.

So, I put together a **free, 5-day email course** with everything you need to **start landing high-paying writing clients before 2026.**

Click the link in this post to get instant access.