How To Start The New Year

At year-end, it's good to take time off and recharge. Take a well-needed vacation or just find some quiet time. Get in some exercise to work off that holiday meal. All will make you feel better.

It's also a great time to wipe the slate clean and start the New Year fresh and without much of the baggage of the past year. The less encumbered you are with the past, the better you can start the New Year.

What can you do put a proper end to this year, get a fast start in the coming year and still feel really good? Here are three tricks I've used successfully.

Clean Out Your Inbox

Yes, the wooden one that holds paper! File, delegate, act-on or shred for every piece of paper. Do one of these actions, get rid of the paper and start the New Year with an empty inbox.

Clean Out Your Email

Treat your email the same as your hardcopy in-box. Forward, save, act or delete until your inbox is empty. There may be no greater mental thrill than to have no emails to read…if only for a few minutes!

Clean Out Your File Cabinets

Take a half-day working in jeans and get rid of the unnecessary files. The sound of a shredder can be music to your ears. It's like weeding. They don't talk back!

The last week of the year is a great time to do these endorphin-releasing activities since most of us are not working our normal business schedules. There are few meetings, conference calls or interruptions. Delete files or shred to your hearts content (as long as you're not under legal restrictions!). You'll feel relaxed, energized and experience a new sense of freedom.

Besides feeling better, you'll also be positioned to start the New Year without the baggage of the past year. There is a human resource maxim that it's **impossible to begin anew, without ending the past**. Use the last week of the year to start the New Year with a clean slate.