

You have more natural energy when you live purposefully in alignment with your health, well-being, home and work environments, finances, and relationships. Unfinished business and things that you tend to just tolerate can drain your energy and weigh you down.

The Clean Sweep™ Program consists of 100 items which, when completed, and kept completed, will give you the vitality and strength you need to live life with more energy, well being and freedom.

There are 5 steps to completing The Clean Sweep™ Program:

Step 1: Answer each question. If true right, check the box marked True. Be rigorous; be a hard grader. If the statement is sometimes or usually true please DO NOT check the True box until the statement is virtually always true for you. If the statement does not apply to you, you may change it to fit your situation.

Step 2: In the Personal Choice Statements section, create two statements that fit your situation (i.e. I have a special savings plan for my child/rens education).

Step 3: Add up the number of True boxes for each of the sections and write those amounts where indicated. Then add up the scores from all of the sections and write the current total in the box on the last page of this form.

Step 4: Color in the Progress Chart on the last page. If you have 9 Trues in the Relationship section, color in the bottom 9 boxes, and so on. Always start from the bottom up. The goal is to have the entire chart filled in. In the meantime, you will have a picture of your current reality in each of the areas.

Step 5: Keep playing until all boxes are filled in. You can do it! This process may take 30 or 360 days, but you *can* achieve a Clean Sweep! Use your coach or a friend to assist you. And check back once a year for maintenance. You may use the form on the back of this page to list those goals you wish to work on now.

The Clean Sweep adapted by Margaret Martin, Professional Development Specialist. Thomas J. Leonard developed the original Clean Sweep™ program in 1994 for Coach University. May be freely copied in its entirety with credit given to above individuals.

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1. HEALTH

True

- I do not overuse caffeine. (Chocolate, coffee, colas, tea)
- I do not overuse alcohol. (More than 2 drinks per day)
- My teeth and gums are healthy. (I have seen a dentist in last 3 - 6 months)
- I have had a physical exam in the past 3 years with the recommended tests for my age/sex/health status and risk group.
- My cholesterol count is healthy.
- My blood pressure is in a healthy range.
- I do not smoke tobacco or other substances.
- I do not use illegal drugs or misuse prescribed medications.
- I have had a complete eye exam within the past two years. (Glaucoma check, vision test)
- I hear well or have been tested and have the correct aid if needed.
- I eat healthy foods in the proper amounts.
- I drink 8 - 10 glasses of water daily.
- I exercise for at least 20 minutes three times a week.
- I use a sunscreen of at least 15 SPF on my exposed skin when I am in the sun (and I check my body regularly for new/changed moles).

_____ Number of True (14 max)

2. WELL-BEING

True

- I get an adequate amount of rest and sleep.
- I rarely watch television. (Less than 5 hours per week)
- I use safety equipment consistently and correctly (seat belts, helmets, etc.).
- Sexual intimacy is sacred. My physical, emotional and mental safety and well-being are important to me.
- I am aware of the physical or emotional problems or conditions I have, and I am fully attending to taking care of all of them.
- I have a sense of spiritual connection and spend time nurturing it every day.
- My nails are healthy and look good.
- My hair is a style that is becoming to me.
- I have a rewarding life beyond my work or profession.
- I am in tune with my needs and wants and take care of getting them met.
- I have something to look forward to virtually every day.
- I have no habits, that others or I find to be unacceptable.
- Most days I have fun and enjoy a couple of good laughs.
- I consistently take a couple of days off each week and take at least two weeks of vacation each year.

_____ Number of True (14 max)

3. HOME ENVIRONMENT

True

- I live in a home/apartment that I love.
- I surround myself with beautiful things.
- I live in the geographic area of my choice.
- There is ample and healthy lighting around me.
- My home is neat and clean. (Vacuumed, closets clean, desks and tables clear, furniture in good repair; windows clean)
- My appliances, machinery and equipment work well. (Refrigerator, toaster, water heater, toys)
- My personal files, papers and receipts are neatly filed away.
- My clothes are all pressed, clean and make me look great. (No wrinkles, baskets of laundry, torn, out-of-date or ill-fitting clothes)
- I am fully caught up with letters and calls.
- My car is in excellent condition. (Doesn't need mechanical work, repairs, cleaning or replacing)
- My plants and animals are healthy. (fed, watered, getting light and love)
- My bed/bedroom is conducive to my getting the best sleep possible. My bed is made daily.
- I recycle.
- I have nothing around the house or in storage that I do not need.

_____ Number of True (14 max)

4. WORK ENVIRONMENT

True

- My work is fulfilling to me, or I am taking steps to prepare myself for work that is fulfilling to me.
- My personal mission/vision statement is being served by the work that I do.
- My work environment is productive and inspiring.
- There is ample and healthy lighting around me.
- My office is neat and clean.
- I have ample storage/file space.
- Papers are filed away where I can find them.
- I have a file system where items are easily located as they need to be attended to/available on certain dates.
- I maintain the highest level of integrity in my work.
- I stay fully caught up with phone calls and correspondence.
(I respond to calls within one day acknowledging the call was received and is/will be attended.)
- I under promise and over deliver almost always.
- I consistently meet or exceed my goals. If my goals are imposed by someone else and are not realistic, I review the situation with that person.
- I regularly review the "big picture" when I get bogged down.
- I rarely go home from work exhausted.

_____ Number of True (14 max)

5. RELATIONSHIPS

True

- I have a circle of friends/family who love and appreciate me for who I am, not just for what I do for them.
- I have a best friend or soul mate.
- I am comfortable with my relationship with my parents or with their memories.
- I share enjoyment, trust, respect, openness and affection with my sibling(s).
- My child/ren (grown or small) are treated to the love and respect I offer my dearest friends.
- I communicate with an equal to equal approach to everyone (I do not put myself or others "one up" or "one down" by my words or manner)
- I quickly correct miscommunications and misunderstandings when they do occur.
- There is no one who I would dread or feel uncomfortable "running across".
- I have let go of relationships that drag me down or damage me. ("Let go" means to end, walk away from, declare complete, no longer be attached to...)
- In those relationships from which I can't walk away, I have clear boundaries for how I will allow myself to be treated.
- I have fully forgiven those people who have hurt/damaged me, intentionally or not.
- I am a person of my word; people can count on me.
- I do not judge, criticize or gossip about others.
- I make requests rather than complain.

____ Number of True (14 max)

6. JOY AND BALANCE

True

- I live life based on my values and heart's desires, not by the rules or preferences of others.
- I consistently have adequate time, space and freedom in my life.
- I am on a path of personal development.
- I am on a path of spiritual development.
- I have a personal vision/mission statement that guides my life, including decisions about how I spend my time with work and volunteer opportunities.
- I review my vision/mission statement annually to fine tune or change it to align with my values and hopes.
- Significant people in my life know and support my vision.
- I don't injure myself, fall or bump into things.
- I am consistently easily on time.
- People feel comfortable in my presence.
- I give myself adequate time to complete projects. (I don't rush or use adrenaline to get things done.)
- I have a list of at least 100 things I like to do that replenish me and give me joy. (some take only 5 minutes, others may take the entire day or longer.) I fit some of them into *every* day.
- I review my schedule for the next week on Sunday evening (or time of preference) and get input from others (like my children) about what they anticipate needing me for.
- I am aware of the gap between my current reality and my goals and am taking steps to bridge the gap.

_____ Number of True (14 max)

7. FINANCES & LEGAL ISSUES

True

- I currently live well, within my means.
- I currently save at least 10% of my income without struggle.
- I know how much I must have to be minimally financially independent and I have and am consistently following a plan to get there.
- I give regularly to my church and/or charities of my choice.
- I am on a career/business track that is or will soon be financially and personally rewarding.
- I have 6 months' living expenses in a liquid, risk free vehicle.
- I pay my bills & credit card balances in full every month and am current with all other payments (mortgage, child support, personal loans, car, etc.)
- My earnings outpace inflation, consistently.
- All my tax returns have been filed and all my taxes have been paid.
- I have excellent medical insurance and my assets (life, car, home and possessions) are well insured.
- I have no legal clouds hanging over me.
- My will, living will and healthcare power of attorney are done with my wishes clearly expressed. I review them every three years (or when changes are needed). Three key people know where they are kept and have easy access.
- My investments do not keep me awake at night.
- I know the value of my assets and the extent of my liabilities.

_____ Number of True (14 max)

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8. PERSONAL CHOICE STATEMENTS

(write in things that are important to you to do/have that were not listed elsewhere)

- _____
- _____

POINTS PER SECTION

- 1. Health (max 14) _____
- 2. Well Being (max 14) _____
- 3. Home Environment (max 14) _____
- 4. Work Environment (max 14) _____
- 5. Relationships (max 14) _____
- 6. Joy and Balance (max 14) _____
- 7. Financial & Legal (max 14) _____
- 8. Personal Choice (max 2) _____
- TOTAL SCORE (maximum 100) _____

PROGRESS CHART

Sections							Points
1	2	3	4	5	6	7	
							14
							13
							12
							11
							10
							9
							8
							7
							6
							5
							4
							3
							2
							1

Margaret Martin adapted this assessment from the original Clean Sweep written by Thomas Leonard of Coach University in 1994.

10 GOALS TO REACH IN THE NEXT 90 DAYS

What are the boxes you couldn't check off on The Clean Sweep? Which goals do you most want to accomplish in the next 90 days? Select only those goals you really want to achieve and are ready right now to have. Do not list those you *should, could, or might want "later."* What ten goals will further your ability to Live On Purpose?

Hint: The right goals will make you feel excited, a bit nervous, ready and willing to start NOW. Don't choose goals that you have historically chosen and not reached, unless you are in a much better position to reach them now.

Start Date	Finish Date	The Specific Measurable Goal	Done
		1.	✓
		2.	
		3.	
		4.	
		5.	
		6.	
		7.	
		8.	
		9.	
		10.	

Provided for you by:

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