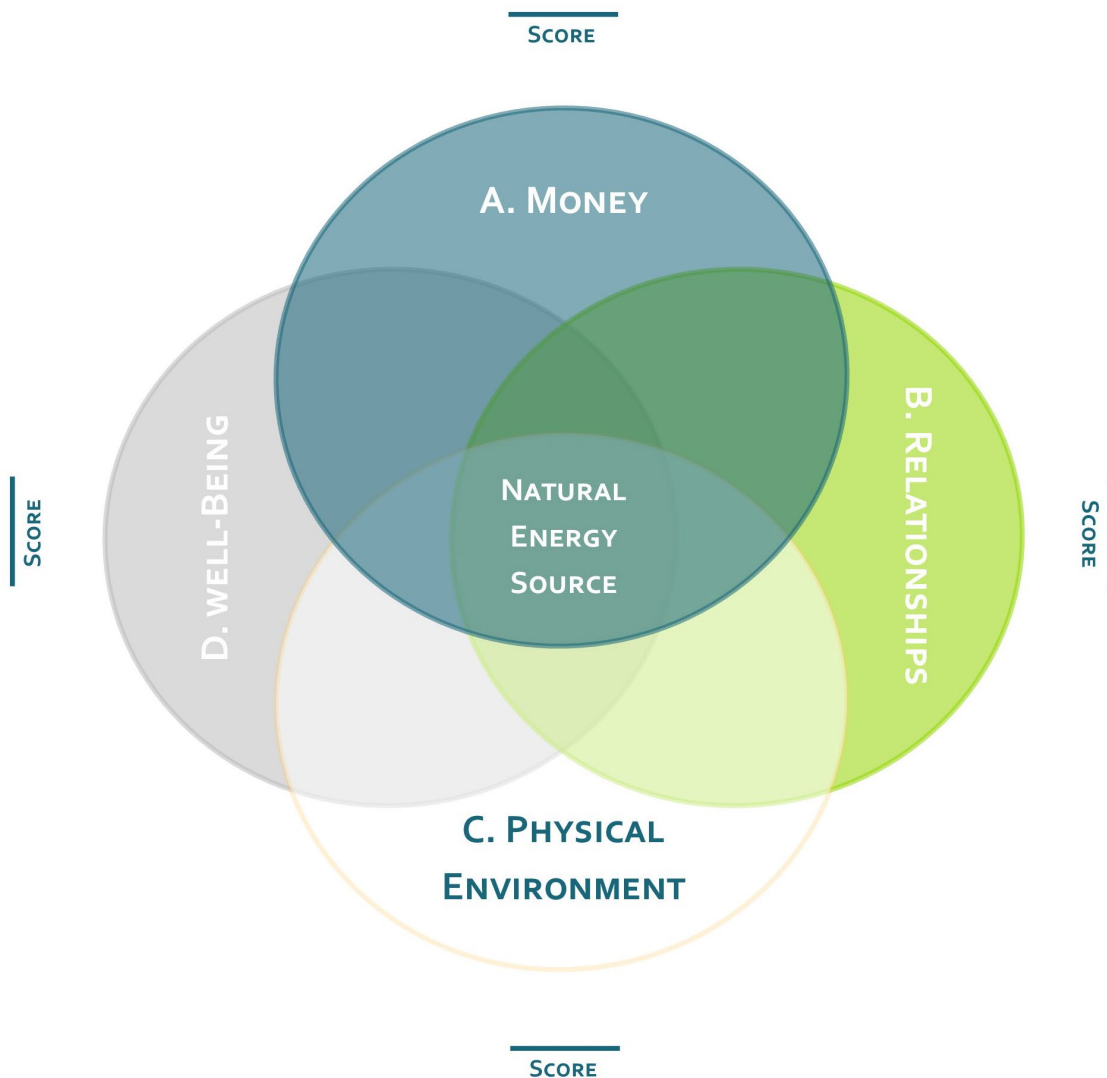


# CLEAN SWEEP PROGRAM

You have more natural energy when you are clear with your environment, health, relationships, and money.

The **Clean Sweep** Program consists of 100 items which, when completed, give you the vitality and strength you want. The program can be completed in less than one year. Users typically find it helpful to print the 100-point self-assessment and place it on a desk or bulletin board while using a pencil for daily, weekly, monthly, or quarterly updates.



### INSTRUCTIONS

There are 4 steps to completing the **Clean Sweep Program**.

#### STEP 1: ANSWER EACH QUESTION

If true, check the box. Be rigorous; be a hard grader. If the statement is sometimes or usually true, please **DO NOT** check the box until the statement is virtually always true for you. (No "credit" until it is really true!) If the statement is not relevant or does not apply to you, check the box. If the statement will never be true for you, check the box. (You get "credit" for it because it does not apply or will never happen.) And you may change any statement to fit your situation better.

#### STEP 2: SUMMARIZE EACH SECTION

Add up the number of True boxes for each of the 4 sections and write those amounts where indicated. Then add up all four sections and write the current total in the box on the front of this form.

#### STEP 3: COLOR IN THE PROGRESS CHART ON THE FRONT PAGE

Always start from the bottom up. The goal is to have the entire chart filled. In the meantime, you will have a current picture of how you are doing in each of the four areas.

#### STEP 4: KEEP PLAYING UNTIL ALL BOXES ARE FILLED IN

You can do it! This process may take 30 or 365 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.

### PROGRESS CHART

DATE	POINTS (+/-)	SCORE

### CLEAN SWEEP PROGRAM

#### 100-POINT CHECKLIST

SECTIONS				
#	A	B	C	D
25				
24				
23				
22				
21				
20				
19				
18				
17				
16				
15				
14				
13				
12				
11				
10				
9				
8				
7				
6				
5				
4				
3				
2				
1				

Give yourself credit as you get points from the 100-point program. Fill in columns from the bottom up.

### A. MONEY

- I am on a career/professional/business/retirement path which I am enjoying.
- I have enough money to live comfortably within my means.
- My income covers the cost of living.
- My earnings are commensurate with the effort I put into my job.
- I am on a planned career path. I am satisfied with my progress and am taking steps to stay on my plan.
- I have a financial plan and I know how much I need to live comfortably.
- I currently live well, within my means.
- My earnings outpace inflation, consistently.
- I am putting aside enough money each month to reach financial goals.
- My bills are paid on time.
- I live debt free.
- I have a healthy relationship with money.
- I have savings in case of emergencies.
- I have a financial plan for the next 1, 3, 5 years.
- I know my net worth.
- I live by budgeting for what I want.
- I am comfortable with my investment strategy.
- I invest in my ongoing personal and professional development.
- My career path is aligned with my financial goals.
- The medical coverage I have allows me to take care of my health.
- My Will and Power of Attorney or equivalent are up to date.
- I am adequately insured.
- My assets (car, home, possessions, and treasures) are well insured.
- I have no legal or tax clouds hanging over me.
- I have safeguards in place to protect my assets.
- I have a backup system for my computer data.
- I have a strong, updated virus protection program protecting my computer and my identity.
- I support my communities and charities in alignment with my values.

\_\_\_\_\_ **NUMBER OF BOXES CHECKED (25 MAX)**

### B. RELATIONSHIPS

- I put people first and results second.
- I have an inner circle of friends with whom I have mutual trust and respect.
- I am trustworthy and people can count on me.
- I reach out to friends or peers on how we can support one another in meeting needs or goals.
- I get along well with peers and clients that I work with.
- My relationships support my life.
- I have people in my life that inspire me.
- I continually maintain personal and professional networks.
- I feel comfortable with the majority of people in my life.
- I maintain relationships that are healthy for me.
- I take responsibility for my communication and actions towards others.
- I am open to sharing mutual expectations in relationships.
- I stay in touch with people who are important to me.
- I am truthful in my communications.
- I care for and respect the people important to me in my life.
- I am at peace with people from my past that I've had poor relationships with.
- I communicate clearly and check to make sure we have a mutual understanding.
- I live life on my terms with respect to others within the expectations of my society.
- I am complete with all past significant relationships.
- I differentiate between my wants and my needs and prioritize them.
- I do not judge or criticize others.
- I seriously consider feedback that I receive from others.
- I have friends and relatives who appreciate me for who I am.
- I consistently let my friends and relatives know that I care about them.
- I am open to new relationships to expand my horizons.

\_\_\_\_\_ **NUMBER OF BOXES CHECKED (25 MAX)**

### C. PHYSICAL ENVIRONMENT

- I live in a space that I love.
- I am happy living in my current geographic location.
- I feel relatively secure where I've chosen to live.
- People feel comfortable in my home.
- I am able to address things I may be tolerating in my home or work environment.
- I have identified/created a space for reflection, meditation, prayer, solitude, and inspiration.
- I have identified/created physical space for fun and entertainment.
- I add things to my life that bring me joy.
- I keep my house free of clutter.
- I take good care of my plants and pets.
- I take action with respect to my physical environment that supports reduce, reuse, and recycle.
- I contribute to protecting the environment (conserving energy, reducing greenhouse gasses.)
- My sleeping quarters support rest and relaxation.
- My clothes are clean and crisp, and I feel great when I wear them.
- My home is neat and clean.
- I maintain my vehicle in excellent working condition.
- I take good care of my belongings.
- My home support structures are in good working order (Heating, plumbing, air conditioning.)
- I keep my office, files, and receipts organized.
- My office is clean and organized (Desk, file cabinets, bookshelves.)
- My work environment is productive and inspiring.
- My work tools are well maintained and conducive to my productivity.
- I keep a productive organizational structure for my files and documents.
- I effectively use the web, computer, internet and do not waste time with email and searches.
- I consistently have adequate time, space, and freedom in my life.
- I consider environmentally friendly choices when making purchases (food, clothing, vehicles, etc.)
- I have space in or near my home that helps me stay physically active.
- My physical environment feeds my soul.
- The space that I live in is well maintained.

\_\_\_\_\_ **NUMBER OF BOXES CHECKED (25 MAX)**

### D. WELL-BEING

- I take care of myself every day.
- I am purposeful with my water intake and hydrating my body.
- I am mindful of my eating habits and strive for a way of eating that nourishes my body and revitalizes my mind.
- I am aware of my screen time and manage it accordingly.
- I am conscious of my use of alcohol or other legal substances and do so judiciously.
- I am a non-smoker.
- My weight is within a healthy range for my age and height.
- I work on controlling my bad habits and increasing my good habits.
- I follow recommended guidelines to take care of my dental hygiene.
- My cholesterol count and blood pressure are healthy or controlled.
- I have an annual physical exam and other medical exams on a regular schedule.
- I am physically active and have a regular exercise routine.
- I don't neglect my health and act on any illness, viruses, or physical challenges.
- I do not use illegal drugs or misuse prescribed medications.
- My nails, skin, and hair are well-maintained.
- I don't rely on adrenaline rushes.
- I am aware of any physical or emotional challenges or conditions I have, and I am attending to them.
- I take time out for me to keep my life in balance and recharge my energy.
- I seldom miss work due to illness.
- I maintain a balance in my life.
- I find ways to create peace and spirituality in my life.
- I look forward to each day and what it brings.
- I find my life and work rewarding.
- I celebrate my wins in life.
- I take time out for fun and leisure.

\_\_\_\_\_ **NUMBER OF BOXES CHECKED (25 MAX)**

\_\_\_\_\_ **TOTAL SCORE (ALL 4 SECTIONS, 100 MAX)**

**BENEFITS**

On the lines below, jot down specific benefits, results, and shifts that happen in your life because you handled an item in the Clean Sweep Program.

**DATE**   **BENEFIT**

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