

MIND DECLUTTERING TIPS FOR CLARITY, FOCUS AND THE MOVEMENT OF ENERGY

DECLUTTER YOUR PHYSICAL SPACE

Living in

a cluttered space can be mentally draining because it's almost impossible to ignore tasks that are left unfinished. This creates constant low-level stress, which can deplete us of energy, generate feelings of being overwhelmed, and even impair our immune system over time.

Target

your desk or the place you work, target your closet.

Keep

things you really love, that serve you well and make you feel good and support your goals.

PUT ROUTINE DECISIONS ON AUTOPILOT

Deciding what to eat every morning, what clothes to wear, deciding what is the most important task of the day can free up your mental resources.

Plan ahead your routine tasks, for example pick white shirt and jeans and have it ready to wear everyday you work from home office.

Have oatmeal or yogurt with fruits for breakfast every day or every second day. Before you jump into work mode, decide what is the most important task of the day, and focus on completing it first.

MIND DECLUTTERING TIPS FOR CLARITY, FOCUS AND THE MOVEMENT OF ENERGY

LIMIT THE AMOUNT OF INFORMATION COMING IN

Set time limit for:

- Consuming news and social media
- Watching TV
- Reading E-mails
- Doing research or preparations for your projects

Otherwise you will get yourself into a rabbit hole and realise you are wasting a lot of time, not getting much done.

90% of e-mails and notifications has zero significance for your life and takes your attention away from more important tasks.

Clean up your inbox to remove notifications and hundreds or thousands of unread e-mails, which occupy your computer disk space and your mental resources.

When receiving an email, ask yourself a question: Do I really want to receive this e-mail? If the answer is no, then unsubscribe or mark as a spam immediately

DECLUTTER YOUR EMAIL INBOX

MIND DECLUTTERING TIPS FOR CLARITY, FOCUS AND THE MOVEMENT OF ENERGY

DECLUTTER YOUR EMAIL INBOX

- Assign regular hours when you will be checking your e-mails, don't do it 24/7.
- Add tasks and events from reminder emails to your calendar and delete or archive those emails.
- Unsubscribe from newsletters that haven't won your deeper attention. Keep those, which bring most value to your life. Search your email for the word "unsubscribe". It will dig up most of the newsletters you subscribe to plus the spammy ones you don't. Now unsubscribe from 90% of them.

DECLUTTER YOUR MENTAL SPACE

Become the biggest decision maker

If your in-box is filled with documents, but you fail to make decisions on what to do with each one, what will happen? Soon, your in-box will be overflowing with letters, bills, requests from prospective clients, and so on. The way to clear your in-box is by making a decision about what to do with each piece of paper that's in there.

The same thing applies to your brain. If you put off making decisions, your brain will soon be overflowing with all of the decisions that you need to make.

The solution is to be decisive.

Even if you start from smallest decisions, or take the smallest step at the beginning you are winning already!

MIND DECLUTTERING TIPS FOR CLARITY, FOCUS AND THE MOVEMENT OF ENERGY

■ STOP MENTAL NOISE

Self pity, self doubt, regrets, worrying all of them create a lot of unnecessary noise, as well as frustration and anxiety.

Let go of the past as you will never be able to change it. The best way you can do is to learn from your past actions and situations and allow those lessons to enrich your life.

Worrying

is a waste of time and mental space, as majority of the things we imagine, never happen. It is much better and more effective to review our success, repeat affirmations or quiet the mind with meditation.

Accepting

yourself as you are, including your limitations, your efforts and appreciating yourself will bring you peace of mind and confidence required for future actions.