



DECLUTTERING CHECKLIST

CLUTTER IS FRICTION. SO REMOVE IT.

STEP 1: CLEAR DIGITAL CLUTTER

- ☐ DELETE UNNECESSARY FILES FROM YOUR DESKTOP
- ☐ CLEAN UP YOUR BOOKMARKS
- ☐ UNSUBSCRIBE FROM 5 EMAIL LISTS YOU NEVER READ
- ☐ DELETE APPS AND PROGRAMS YOU DON'T USE

STEP 2: CLEAR MENTAL CLUTTER

- ☐ WRITE DOWN EVERYTHING IN A BRAIN DUMP (TASKS, REMINDERS, RANDOM THOUGHTS)
- ☐ IDENTIFY THE ONE THING CAUSING YOU A HEADACHE — DEAL WITH IT OR GET OVER IT
- ☐ MAKE A LIST OF UNFINISHED "OPEN LOOP" TASKS AND TAKE ACTION ON THEM

STEP 3: PREVENT FUTURE CLUTTER

- ☐ CREATE ONE FOLDER FOR EVERYTHING IMPORTANT
- ☐ SET UP AUTOMATIC FILTERS FOR EMAILS
- ☐ TURN OFF NOTIFICATIONS PERMANENTLY FOR NON-ESSENTIAL APPS ON MOBILE AND DESKTOP
- ☐ SCHEDULE A 5-MINUTE DAILY RESET TO STAY ORGANISED