

Life & Mind Decluttering Checklist



Schedule & Commitments

- Review weekly calendar – remove non-essentials
 - Block “No Plans” time for rest & recovery
 - Say “No” to one commitment this month
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Mental Space

- Start a brain-dump journal (offload thoughts)
 - Practice 5 minutes of silence/meditation daily
 - List 3 priorities—release everything else
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Digital Decluttering

- Delete old files & downloads
 - Unsubscribe from unused email lists
 - Organize photos into albums or cloud storage
 - Mute or remove distracting apps/notifications
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Relationships & Energy

- Distance from draining connections
 - Nurture relationships that uplift you
 - Let go of guilt-driven obligations
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Environment Energy

- Add one calming element: plant, candle, diffuser
 - Open windows daily – fresh air, fresh energy
 - Create a “calm corner” for reading or reflection
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Final Step: Make It Routine

- Choose one decluttering focus per week
- Schedule a monthly **Reset Day**
- Celebrate progress, not perfection 🎉