

DECLUTTER YOUR LIFE & GET ORGANISED

It's important to get this part of your life in order so you can reduce your stress, your sense of busy-ness, focus on what is really important and feel in control. Grab a notepad and pen and let's get started working on ways to help you live a life less cluttered and more organised.

// **SELF CARE & NUTRITION**

- // **EAT** - as much natural food as possible. On busy days pack pre prepared bags of nuts, seed, fruit, etc to eat on the run. Boiled eggs are a great source of protein & energy. Muesli bars
- // **WATER** - make sure you get 2 litres of water per day. Being hydrated helps to keep headaches and general aches away as well as giving you more energy.
- // **EXERCISE** - step away from your work a few times a week to get outside to stretch and refresh. Yoga is also great to stretch your body and keep aches away. Do what you enjoy and makes you feel better afterwards.
- // **SLEEP** - put down your screens 2 hours prior to bed and quiet your home
- // **What is your self care like now?**
- // **How do you want it to be?**
- // **How are you going to improve it?**

SIMPLIFY

- // **SIMPLIFY WORK UNIFORM** - Choose an outfit that suits your work and buy multiples at one time. It eliminates the stress and time it takes to buy work clothes and choosing your outfit for the day. Eg Steve Jobs, Mark Zuckerberg. What could your work uniform be?
- // **FOCUS ON YOUR PRIORTIES**
Ask yourself - Does this task contribute to my top priorities?

// **MULTI-TASKING**

Do one thing at a time. Get that done then move on to the next

// **PERSONAL FINANCES**

If you have multiple accounts, can you amalgamate them? Do you have accounts that can be closed? Do you have separate accounts for daily spending & savings?

// **DIGITAL DETOX**

Create the space for creativity and great ideas. Schedule time away from screens and let your mind think for itself.

// **DECLUTTER**

Having clutter in your home and workspace, clutters your mind. Clearing it will help you feel lighter and create space in your mind. When decluttering, have 4 boxes or spaces to either Keep/Throw/Donate/Sell. Then once you've finished, throw/donate/sell the items! Don't let them sit around for another year.

// **What areas can you simplify in your life now?**

// **What is your plan to do this?**

// **HABITS & ROUTINES**

We all have different rhythms. Some people work better in the morning, others in the evening.

// **DAILY ROUTINES**

What daily routines will keep your day structured? Eg checking email only twice a day, lunch at 12.30pm, preparing for tomorrow at the end of the day.

// **MORNING ROUTINE**

When you wake up, what is the first thing you do? What routine will best serve you?

How can you support the changes to this routine?

// **EVENING ROUTINE**

How do you wind down in the evening?

What routine will best serve you? How can you support the changes to this routine?

// **CHANGING HABITS**

// **BAD HABITS** - what bad habit would you like to break?

// **GOOD HABITS** - what good habit would you like to replace the bad one?

// **STRATEGY** - How can you start to replace the bad habit with good one?

PLAN

// **BLOCK OUT**

The most important personal dates
first Schedule in recurring appointments
eg. Massages, self care, weekly planning
session, monthly CEO sessions,
sport/exercise, etc. What are the VIP dates
you want to block out of your calendar?

// **What recurring appointments do you have?**

// SYSTEMISE

// **BILLS**

Set up auto payment for the regular bills.
Pay all the others online at the same time

// **FOOD**

Have a list of the items you always buy
Order with a home delivery service and have
a recurring order Order with a Meal delivery
service and have a recurring order

// **PASSWORDS**

Use a Password Management System like Last Pass

// **EMAIL**

Create a separate one each for personal,
subscriptions and business

// **THEME DAYS**

Have certain days for certain tasks
eg. Gardening, laundry, cleaning, etc
Please dont feel you have to start making all of
these changes at once. Work though it all at your
own pace, starting with what is concerning you
the most. Then work through the list.