

Declutter Your Mind

A Worksheet



Plus 12 Tips to Declutter Your Mind

Presented by

Women in Ecommerce

Our minds are filled with clutter. Just as a cluttered home can be decluttered, so can a cluttered mind. Daily stress, poor mental habits, and unfinished business are a few of the causes of mental clutter.

Answer these questions to gain insight toward reducing your mental clutter:

What are the excess items in my home and work environment that contribute to my mental clutter?

Are there unnecessary people in my life that create additional clutter? Who are they? How can I lessen their impact?

How do I distract myself? What do I do when I procrastinate?

When I can implement focused breathing into my routine?

How can I add at least one 20-minute daily meditation session into my life?

How would my life change if I were able to reduce my mental clutter by at least 50 percent?

What are the negative thoughts I experience regularly? How do these impact the rest of my day?

Twelve Tips to Declutter Your Mind

1. Clean up Your Personal Space
2. Go Outside - Talk A Walk - Take in the Scenery
3. Start a Journal
4. Watch Less Television
5. Reduce Clutter in your Environment
6. Become a Minimalist
7. Keep Space on Your Calendar Open for Personal Time
8. Say Yes, Less and No, More
9. Practice Gratitude
10. Let Go of the Past
11. Stop Trying to Multitask - Complete One Project at a Time
12. Take Time for You



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