



Want to declutter your mind?



A cluttered mind is restless and unfocused. It tries to move in too many different directions at once and the result is that extraordinarily little gets done. Whether it's worrying about the past, toying with innovative ideas, dealing with dysfunctional relationships, trying to overcome bad habits, remembering random information or dealing with an ongoing and ever-increasing to-do list, it's time to ditch the clutter.

What's mental clutter?

Mental clutter can quite simply be categorised as anything that keeps you from thinking straight. It's something that holds you back from making progress because your mind is in permanent overdrive. You find yourself struggling to filter out the noise and can often feel irritated, distracted, tired, or unable to focus.

What's the solution?

Mental decluttering can help you to reassess where you are and decide where you need to be. It can also enable you to:

- Work smarter not harder
- Ditch the feelings of anxiety, stress and exhaustion
- Gain clarity
- Become more productive, motivated and focused
- Have better mental health/wellbeing
- Become less stressed and happier
- Make better decisions

On the next page are some top tips for how to make a start and declutter your mind, together with some examples of how you can do this.

1. **Take some time to unwind and rest.** Sleep is particularly important as it allows our bodies to repair themselves and our brains to consolidate our memories and process information. Even if you can't sleep during the day, learning to rest with your eyes closed can calm your mind and help your muscles to relax. It can also lower your blood pressure and cause your heart rate to slow.
2. **Declutter your work/home environment to reduce and/or eliminate messy distractions.** Plus, if you can limit the number of emails and/or files on your computer, then that would be beneficial too. Inbox Zero is something to aim for, as is a weekly tidy up of your desktop area by removing lots of links/software/apps and files.
3. **Rather than tackling a daily list of 20 activities and excelling at multi-tasking, prioritise and select a maximum of three things that you want to achieve.** By focusing on quality, rather than quantity, you will be more successful and feel that sense of achievement of having done what you set out to do.
4. **Take a pause before diving into doing something** – ask yourself: Do I really need to do this? What's the worst that could happen if I don't do it? Who else might be better placed to do it? By learning to say no and/or feeling happy to let something go, you will feel a lot calmer.
5. **Create some time and space during your day to reflect and refocus.** Ensure that you can let go of the things that have annoyed you recently, along with any simmering resentments or tensions. It's also important to

challenge any negativity and self-doubt. Exercise can help you achieve a more positive and energised state, as can spending time with friends, family or loved ones as they are great at helping to build your confidence and encouraging you to see things from a different perspective.

6. **Get it out of your head and onto paper.** Journaling (writing stuff down), either at the start or end of the day, can help you to gain deeper insight and understanding of yourself. As well as providing you with an opportunity to self-reflect and find themes and patterns in your life, it can show you how much you've grown, what you've accomplished and most importantly highlight that stressful and tough times will always pass.
7. **Adopt a growth, rather than a fixed, mindset.** By changing the way you think, you can change the way you learn. This will mean you will be able to learn from your mistakes, embrace opportunities, persist in the face of setbacks, take responsibility, grow, develop new skills, ditch bad habits and create new, and much better, ones.

To find out how I can help you declutter your mind so you can lead a more productive, positive and meaningful life, call Maggie on 07734 080073.