

Declutter Your Mind

by S. J. Scott, Barrie Davenport

A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

⁰¹ **Brain Dump for 10 Minutes**

Set a timer. Write down everything on your mind - every worry, task, obligation, decision, relationship item. Don't organize. Don't filter. Just empty the container.

MON TUE WED THU FRI SAT SUN

⁰² **Set a 'Worry Window'**

Allocate 15 minutes daily - same time, same place - for all worrying. Outside that window, when worry intrudes, note it and defer. Contain the intrusion.

MON TUE WED THU FRI SAT SUN

⁰³ **The Two-Minute Rule for Mental Items**

Any item you capture that can be done in 2 minutes - do it now. Don't put it in a list. This prevents small open loops from accumulating into mental load.

MON TUE WED THU FRI SAT SUN

⁰⁴ **Clear One Surface Completely**

Pick one surface in your home or workspace - a desk, a counter, a table. Clear it entirely. Nothing on it. Notice what it feels like to look at nothing.

MON TUE WED THU FRI SAT SUN

⁰⁵ **Name Three Things You're Carrying That Aren't Yours**

What are you worrying about that you have no control over? What obligations have you absorbed that belong to someone else? Write them down. Practice returning them.

MON TUE WED THU FRI SAT SUN

⁰⁶ **Practice Daily Unfollowing**

Unsubscribe from one email list. Unfollow one account. Unfriend one person. Each micro-decision to disengage trains your brain that letting go doesn't mean losing.