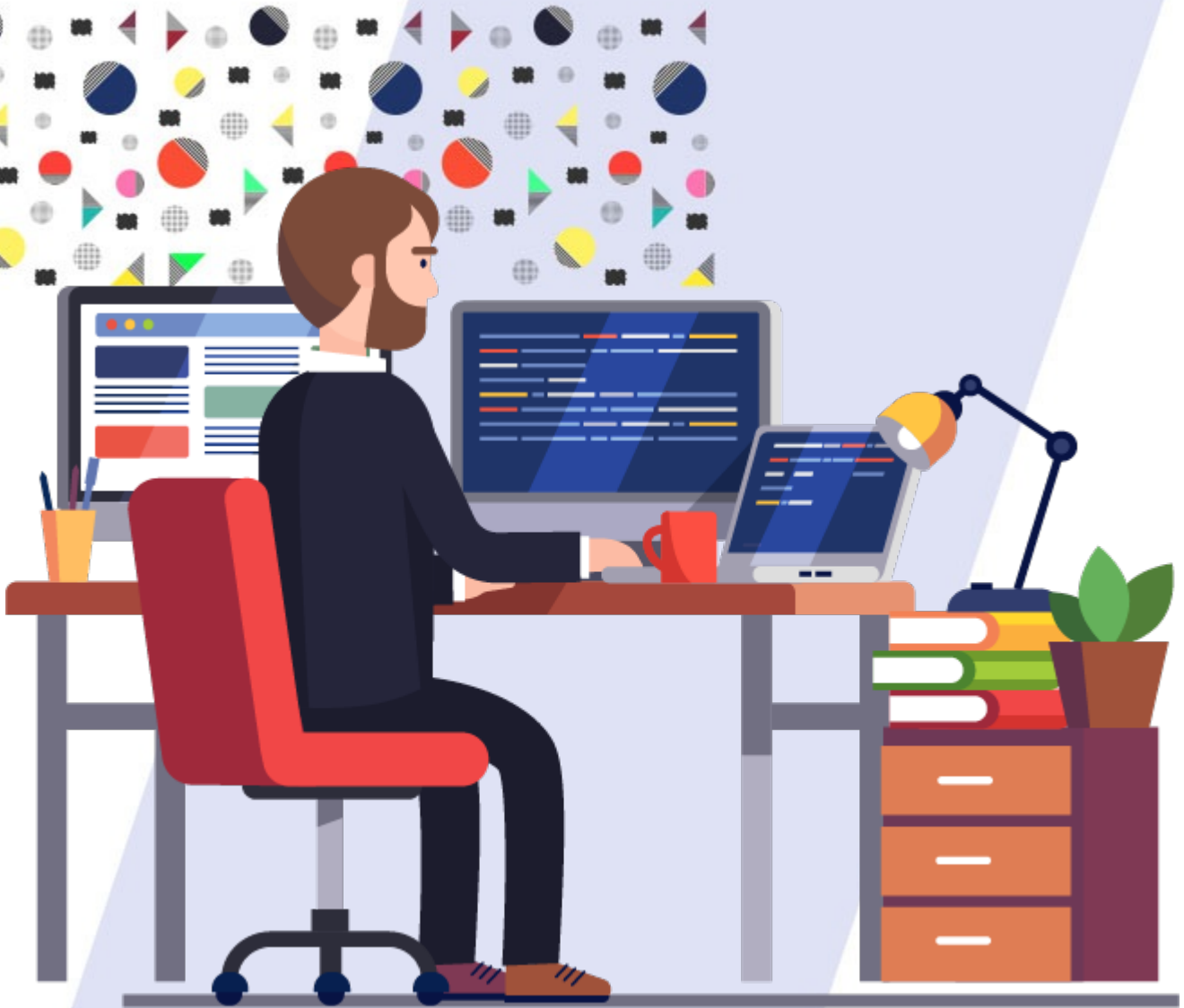


# HOW TO DECLUTTER YOUR LIFE

BE MORE PRODUCTIVE & LIVE THE LIFE YOU DESERVE





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## Clutter: What It Is And How It Affects You

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You want to be more productive. You want to accomplish more. And, you want to do it faster, easier and with less effort so you have time to do all the other things you want to do in life. You want more free time to spend with your family, to enjoy your hobbies, and relax!

You can enjoy all of this by learning how to better manage your time and tasks. It sounds simple and it can be. But, there's actually something you need to do first. You need to optimize your environment so you can get better results. And that typically means clearing the clutter.

Clutter stands in the way of your productivity.

Clutter is one of the biggest obstacles to accomplishing your goals. When you can't find things, you waste time. When you're constantly pulled off focus because your eyes are drawn to the big mound of dirty laundry, the stack of dusty books in the corner, or the empty coffee mugs on your desk, you automatically decrease your productivity.



## Physical Clutter

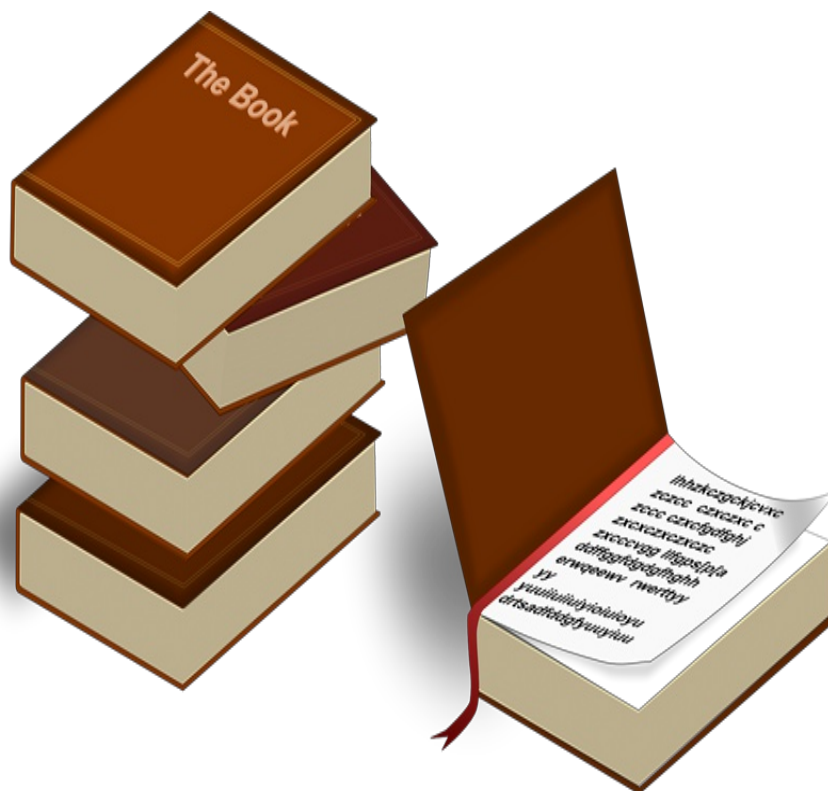
Clutter takes a variety of forms.

Physical clutter is, by far, the most common and obvious type of clutter.

You can see it. It takes up physical space.

It can make it impossible to work or, if it's really extreme, to move around your environment with ease.

Everything from papers to client files, from stacks of books to your collection of gadgets -- all of these things can be categorized as clutter.



## And, There's More!

Mental clutter can take the form of thoughts, beliefs and attitudes.

They act as filters through which you interpret everything in life.

These may be habitual ways of thinking that don't serve you and which may be detrimental to your well-being, not to mention your relationships with others.

These take a bit more effort to clear, but it can be done. Creating a more productive mindset, by processing and clearing false beliefs, is the foundation of the personal development movement.