

Current Life Goals Brain Space Release

Today's Date

Who I want to be 5 years from today.

Life Space: _____

Life Space: _____

Life Space: _____

Life Space: _____

Life Space: _____

Life Space: _____

Clearing Up Brain Space

Imagine emptying your brain of every space-taking, distracting thought rattling around in there, like a dump truck at the end of recycle day. Well, consider this sheet your new recycling center! Ready to receive and sort! Use this sheet to jot down ALL your thoughts about ALL the spaces of your life so you can start tackling your to-do's, one little item at a time.

Just like recycling, you've got to sort your thoughts into types. "Life spaces" can be things like money/budgeting, home/house, work/business, fun/travel, health/fitness, family/friends, project 1/project 2, etc.

Write out EVERYTHING, even if it seems silly or embarrassing, because those are often the things that take up the most space. Then, circle your next **BIG ACTION** in each one and gain peace of mind knowing that you've recorded all those other nagging ideas – right here.

Home Office / Work Area

- ☐ CDs/DVDs ☐ _____
- ☐ Papers ☐ _____
- ☐ Receipts ☐ _____
- ☐ Old packaging ☐ _____
- ☐ Appliance manuals ☐ _____
- ☐ Broken pens/pencils ☐ _____
- ☐ Dry markers ☐ _____
- ☐ Stationary/notepads ☐ _____

Bedroom / Closet

- ☐ Free T-shirts ☐ _____
- ☐ Undergarments ☐ _____
- ☐ Ill-fitting clothes ☐ _____
- ☐ Old packaging ☐ _____
- ☐ Appliance manuals ☐ _____
- ☐ Broken jewelry ☐ _____
- ☐ Costume jewelry ☐ _____
- ☐ Accessories/scarves ☐ _____
- ☐ Shoes ☐ _____
- ☐ Hobby supplies ☐ _____

- ☐ Cook books ☐ _____
- ☐ Tupperware ☐ _____
- ☐ Take out menus ☐ _____
- ☐ Specialized cookware ☐ _____
- ☐ Appliance manuals ☐ _____
- ☐ Coffee mugs ☐ _____
- ☐ The junk drawer ☐ _____
- ☐ Redundant utensils ☐ _____
- ☐ The fridge ☐ _____
- ☐ Spice rack ☐ _____

Kitchen / Dining Room

Minimalist Checklist

Clearing Up Physical Space

Setting up your living spaces to optimize your mood and productivity can have astounding effects on you shortly after making minimalist moves.

You don't have to go full-force minimalist and live with just two spoons, but I do recommend scanning your living areas, one at a time, and asking yourself what adds VALUE and what just takes up space. What serves a purpose, and what just makes you feel overwhelmed?

A good practice to keep is routinely reviewing your spaces to see if anything has snuck in since the last review, or if you're ready to part with something that no longer serves you. It seems we've been conditioned to love having THINGS, but so many minimalists have found that the saying "less is more" is popular for a reason.

I want my spaces to make me FEEL . .

Bathroom

- ☐ Hair accessories ☐ _____
- ☐ Hotel toiletries ☐ _____
- ☐ Beauty products ☐ _____
- ☐ Cleaning products ☐ _____
- ☐ Towels ☐ _____
- ☐ Medicines ☐ _____
- ☐ Anything expired ☐ _____
- ☐ Unused items ☐ _____

Digital Spaces

- ☐ Apps ☐ _____
- ☐ Photos ☐ _____
- ☐ Folders ☐ _____
- ☐ Downloads ☐ _____
- ☐ Email subscriptions ☐ _____
- ☐ Notifications ☐ _____
- ☐ Browser tabs ☐ _____
- ☐ Media files ☐ _____
- ☐ Email inbox ☐ _____

- ☐ Tchotchkes ☐ _____
- ☐ Throw pillows ☐ _____
- ☐ Old electronics ☐ _____
- ☐ Books ☐ _____
- ☐ Furniture ☐ _____
- ☐ Excess storage ☐ _____
- ☐ Coasters ☐ _____
- ☐ DVDs ☐ _____
- ☐ Board/card games ☐ _____
- ☐ Magazines ☐ _____
- ☐ Decor ☐ _____

Living Room