



DECLUTTERING YOUR MIND AND LIFE

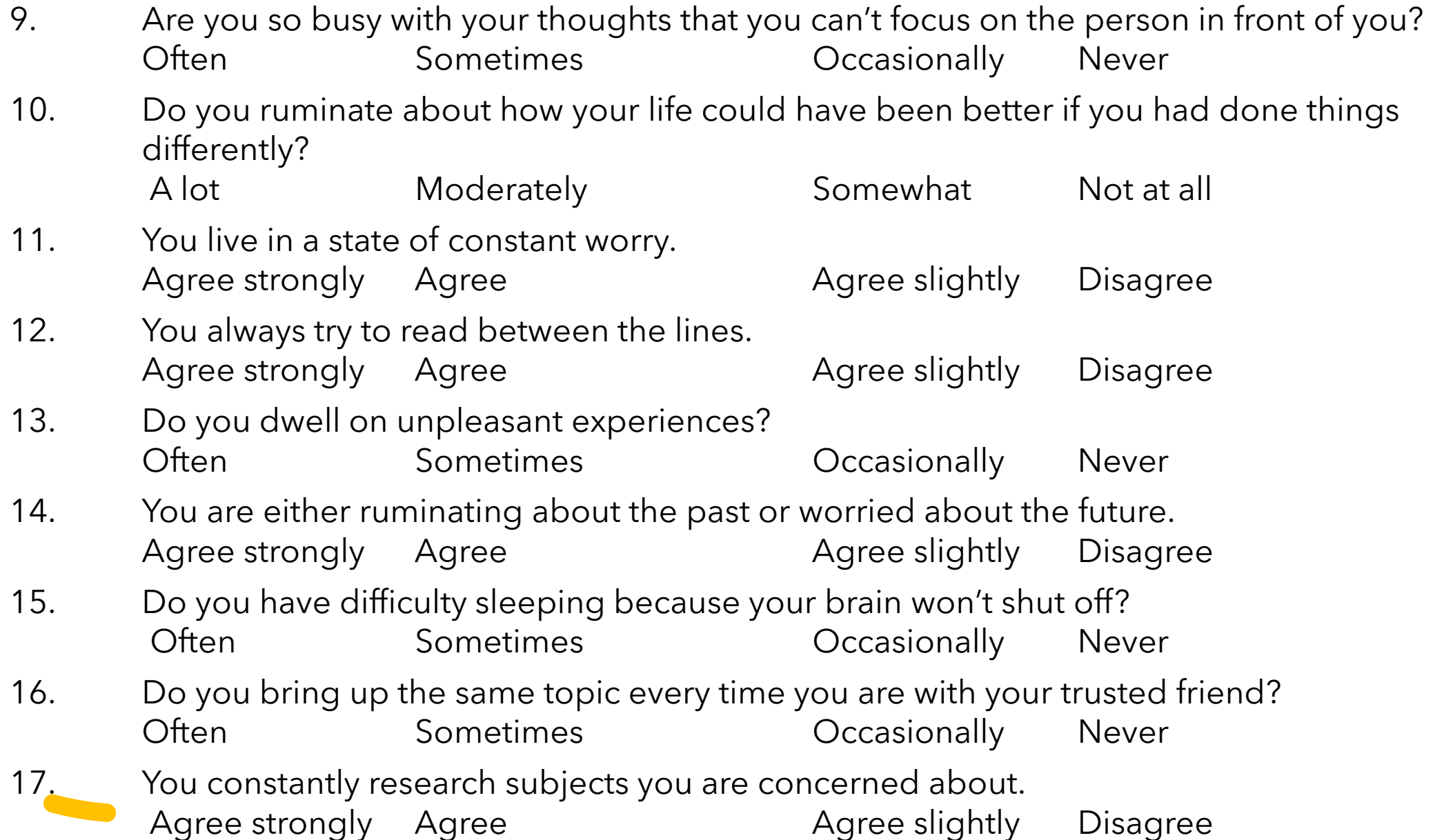



How much information can the brain retain in one day?

At an average rate, healthy brains can process 4 to 5 new pieces of information per second. This means that every 24 hours, we are capable of processing up to 86400 items - or roughly 86 gigabytes worth of data.

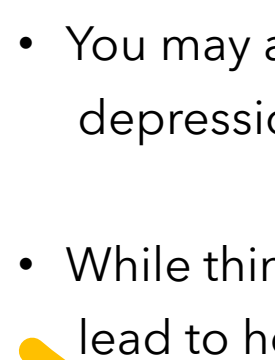
ARE YOU AN OVERTHINKER?

1. Do you second-guess your decisions?
Often Sometimes Rarely Never
2. Do you relive embarrassing moments in your mind over and over?
Often Sometimes Rarely Never
3. Do you lie in bed sleepless, obsessing over something you or someone else has said or done?
Often Sometimes Rarely Never
4. Do you rehash conversations?
Always Often Rarely Never
5. Do you imagine disastrous outcomes?
Daily Occasionally Rarely Never
6. Your heart sinks when your boss calls you.
Agree strongly Agree Agree slightly Disagree
7. You get stuck weighing the pros and cons to the point of being unable to decide.
Agree completely Agree Agree slightly Disagree
8. Do you feel that people around you constantly disappoint you?
A lot Moderately Somewhat Not at all

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9. Are you so busy with your thoughts that you can't focus on the person in front of you?
Often Sometimes Occasionally Never
10. Do you ruminate about how your life could have been better if you had done things differently?
A lot Moderately Somewhat Not at all
11. You live in a state of constant worry.
Agree strongly Agree Agree slightly Disagree
12. You always try to read between the lines.
Agree strongly Agree Agree slightly Disagree
13. Do you dwell on unpleasant experiences?
Often Sometimes Occasionally Never
14. You are either ruminating about the past or worried about the future.
Agree strongly Agree Agree slightly Disagree
15. Do you have difficulty sleeping because your brain won't shut off?
Often Sometimes Occasionally Never
16. Do you bring up the same topic every time you are with your trusted friend?
Often Sometimes Occasionally Never
17. You constantly research subjects you are concerned about.
Agree strongly Agree Agree slightly Disagree



Are a chronic overthinker, and you may be spending most of your waking time ruminating about things. Being an overthinker is incredibly stressful and exhausting. On top of that, it may increase your risk of mental illness.

- As an overthinker, you are probably hard on yourself, constantly criticizing yourself and picking yourself apart.
 - You drive yourself insane with “what if” questions, never actually answering them.
 - You spend so much time in your head that you feel that life is passing you by.
 - You may already have physical and psychological symptoms, such as insomnia, anxiety, and depression.
 - While thinking about things in depth can be a useful thing to do, overthinking and overanalyzing lead to hesitation and inaction.
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**DECLUTTERING
IS THE REMOVAL
OF UNNECESSARY
ITEMS FROM AN
UNTIDY OR
OVERCROWDED
SPACE**

Decluttering is not simply the process of 'tidying up'. It also involves consciously considering each item of 'clutter' and deciding whether or not it *needs* to stay in your life.

These items can be **tangible** physical items in your home or workplace, such as books, furniture and clothes. They can also be **intangible** things, such as negative thoughts and worries that might be cluttering up your mind.

Even having too many commitments or demands on your time and attention, can be considered 'life clutter'.

WHAT IS BRAIN DUMPING?

Brain dumping is a technique where you transfer all the thoughts, ideas, and information from your mind onto an external medium, such as paper or a digital document. This process helps to declutter and clear your mind, reduce stress, and improve focus and productivity.

Here are some common uses and benefits of brain dumping:

Organizing Thoughts: It helps you organize scattered thoughts and prioritize tasks or ideas.

Reducing Stress: By offloading mental clutter, you can reduce anxiety and feel more in control.

Boosting Creativity: It can help generate new ideas by allowing free-form thinking without constraints.

Improving Focus: With fewer thoughts competing for your attention, you can concentrate better on specific tasks.

Memory Aid: It serves as an external memory aid, ensuring that important information is not forgotten.

HOW DO YOU BRAIN DUMP?

- **Choose Your Medium:** Decide whether you want to use a notebook, a computer, a whiteboard, or an app.
- **Find a Quiet Space:** Go to a place where you won't be interrupted, and you can be productive.
- **Set a Time Limit:** Decide how long you want to spend on the brain dump. It could be 10 minutes, 30 minutes, or even longer.
- **Start Writing:** Write down everything that comes to mind. Don't worry about organizing or structuring your thoughts. The goal is to get everything out of your head. This can include tasks, ideas, worries, reminders, and anything else that's occupying mental space.
- **Don't Filter:** Allow yourself to write freely without judging or censoring your thoughts. The point is to clear your mind, so let everything flow out naturally.

HOW DO YOU BRAIN DUMP?

Review and Organize: After you've finished writing, review what you've written. Categorize the information into actionable tasks, ideas for future projects, reminders, etc. Prioritize and create a plan for addressing these items.

Take Action: Use the organized information to create to-do lists, schedule tasks in your calendar, set reminders, or make plans for addressing larger projects.

Regular Practice: Make brain dumping a regular practice. Doing it weekly or even daily can help you stay organized and reduce mental clutter consistently.

Reflect: Periodically reflect on your brain dump sessions to see patterns in your thoughts and tasks. This can help you identify areas where you might need to focus more attention or make changes in your routines.



BRAIN DUMP PROMPTS



- What has been on my mind lately?
- What have you been worried about?
- What do you keep forgetting to do?
- What would make you happy?
- What tasks never seem to get done?
- Was there something you didn't get time to do?
- Is there an upcoming event or special occasion?
- Are there maintenance tasks you keep meaning to do around the home, for the car, or other areas?
- Is there someone you keep meaning to contact?.
- Are there any big goals you keep putting off that would make a big difference to your life? Maybe you want to take up yoga, start a new fitness routine or lose a few pounds.
- Maybe there's part of your routine that really isn't working?
- Do you need to plan a vacation, party, or other exciting events?
- Is someone or something annoying you?