

Declutter your

LIFE

*Clearing the way for a happy,
healthy & purposeful life*

*"The first step to
crafting the life you
want is to get rid of
everything you dont"*

Joshua Becker

BY KATE DRUMMOND

The *Purposeful* Life

Thank you for downloading this guide and congratulations on taking the step towards decluttering your life and clearing the way for positive, healthy habits.

Before you move forward to discover, create and live a life you love as the best version of yourself, you'll need to clear away all that no longer serves you.

Beginning with the inner work makes the outer work easier.

Over the following pages, you'll visit 7 steps to help you achieve this.

Take your time on each one.

Step 1: Movement

Step 2: Meditation

Step 3: Sleep

Step 4: Food

Step 5: Schedule

Step 6: Relationships

Step 7: Environment

"As I unclutter my life, I free myself
to answer the callings of my soul"

STEP #1

Movement

Find what you love and get moving.

This is an essential first step, let's raise your energies and vibrations.

Exercise not only improves mood and boosts energy, but it can also kick-start the natural detox process as it flushes out the lungs, and cleanses the skin as you work up a sweat.

It also increases blood flow, promoting better circulation pumping white blood cells through the body, in turn, helping your organs cleanse themselves effectively.

Yoga is a great decluttering exercise as the breathwork and fluid movements are very cleansing.

Choose the movement that suits you best, brings you joy and leaves you feeling happy and energised.

Plan to move in this way for at least 20 minutes each day.

There is so much great free content out there such as @thebodycoach and @fitnessblender, but two of my favourite paid for programs are Body By Simone and Beachbody on Demand –what they deliver is incredible and will leave you feeling inspired.

Notice how your energy and mindset changes after exercise.

STEP #2

Meditation

Life is generally busy, you listen to others, their wants, needs and opinions but you forget to listen to yourself.

Now is the perfect opportunity to begin listening to yourself again.

Meditation allows you to do this.

Take the opportunity to re-connect with yourself.

"Meditation is hanging out with your soul"

If you already have a meditation please follow what you know to work for you.

If you're new to meditation there are some fantastic apps available such as @chopra @calm @headspace and the @mindfulnessapp

A simple practice that can be done at anytime is this:-

Begin seated, your back straight, softly close your eyes, place your hands in your lap, palms facing upwards.

Gently breathe through your nose and silently say the word **SO**, as you softly breathe out through your mouth silently say the word **HUM**.

Repeat for 5, 10, 15 or 20 mins

SO HUM = I AM

"Between the in-breath and the out-breath lies the possibility of the future"

STEP #3

Sleep

Many think of sleep as something that just happens at the end of the day. Yet it's so much more, when you sleep your body begins to repair itself, your memory and brain function improves. A good sleep routine also strengthens your immune system, helping to ward off unwanted illness.

When you begin to understand its importance, you'll not only see but feel the benefits in everyday living.

"True silence is the rest of the mind, and is to the spirit what sleep is to the body, nourishment, and refreshment."

William Penn

Sleep is the foundation of all healthy habits. When you're rested, mentally and physically, your decision making improves and your emotions are balanced, leading to better, healthier choices.

Your body follows a Circadian rhythm a cycle of physical, mental and behavioural changes that respond to darkness and light.

Interestingly your melatonin (sleep hormone) starts rising at 9pm making this a great time to power down.

Here's how to power down & sleep well

- Stick to a sleep schedule: Ideally lights out by 10 pm
- At 9 pm begin to power down when the melatonin in your body is released
- Turn off electronics - the blue light tricks the brain into thinking it's daylight
- Show yourself some love, a relaxing bath, stretch, yoga
- Alcohol and sleep don't mix well, so try to avoid where possible.
- Try and keep coffee intake to the morning only, if you need an afternoon cup, make it no later than 3 pm
- A few sprays of magnesium oil will aid joint pain and help promote sleep (please check with a health professional before use)
- Breathe a gentle meditation or sleep story. (I recommend Chopra Sleep Mantras or the Calm App, Matthew McConaughys sleep story in-particular)
- Pay attention to your mattress, choose wisely.

Remember to finish on a positive.

In your journal write down 3 good things that happened and 5 things you are grateful for and set your positive intentions for the following day.

Sweet dreams p

As an additional resource because of the importance of this step.

Dr Matthew Walker aka the Sleep Diplomat has written a book titled 'Why We Sleep', I highly recommend it.

In Dr Walker's book - the following is laid out as an advert, it reads...

“AMAZING BREAKTHROUGH

Scientists have discovered a revolutionary new treatment that makes you live longer. It enhances your memory and makes you're more creative.

It makes you look more attractive. It keeps you slim and lowers food cravings. It protects you from cancer and dementia. It wards off colds and the flu.

It lowers your risk of heart attacks and stroke, not to mention diabetes.

You'll even feel happier, less depressed, and less anxious.

Are you interested? ”

The advert isn't describing a new wonder drug but the proven benefits of a full night's sleep.

You've now created good energy through exercise, regained balance and calm through meditation and enabled your body to rest and repair with a good night's sleep

Let's look at ...

STEP #4

Food

Anytime is a great time to rethink your eating habits, swapping the old ones that leave you lacking in energy for healthy, mindful ones, that nourish and refuel.

What you eat and drink has a huge impact on how you function, mentally, physically and emotionally.

This is why being mindful about the food we eat, is such an important part of clearing the clutter.

Firstly, begin with a 4-day Food Journal noting down what you eat, when and how it makes you feel, physically, mentally and emotionally.

Breakfast, Lunch Dinner and everything in-between.

This will give you an idea of what foods work for you and what depletes your energy.

Then, begin the clean, this is not a detox, this is removing everything that doesn't make you feel energised and healthy.

Reduce the following: alcohol, refined sugars, salt and processed foods, along with any additional foods that you discovered were stealing your energy or leaving you feeling groggy.

Note: If you don't recognise an ingredient your body probably won't either

"Let food by thy medicine and medicine be thy food"

Hippocrates

Increase the following: fruits, vegetables, wholegrain, legumes and beans. The more colour on your plate the better.

Your body will literally begin to sing with happiness.

Next, plan your meals. When you plan ahead you are more likely to make healthier choices.

If it's available to you, place an online grocery order. This will help by saving time loading the trolley, unloading the trolley, loading the car, unloading the car... you get my drift.

It also stops hunger shopping and it saves money.

Make sure that your plate is balanced:

Complex Carbohydrates - Vegetables, Fruit, Grains and Beans - this is our bodies main source of energy about 70% of calorie intake

Protein - Chia, Oats, Broccoli, Tofu, Beans & Lentils - Helps build and repair and fight infection - 15% of calorie intake

Healthy Fats - Avocado, Flax Seeds, Almonds and Walnuts - dietary fats are essential to give your body energy and to support cell growth. They also help protect your organs and help keep your body warm. Fats help your body absorb some nutrients and produce important hormones, too. 15% of calorie intake

Eat mindfully - set a timer for 20 mins, savour every mouthful, visualise how this is nourishing your body, and chew (more than 3 times per bite) and finish when you are full.

Keep hydrated and enjoy

Check out the [Plant-Based One Day Meal Plan Blog Post](#)

Prevention is better than a cure - let's nourish and fuel

*'The key to a long, healthy life lies in three things:
breakfast, lunch and dinner'*

STEP #5

Schedule

I love this part of the declutter; this is where you truly begin to feel empowered.

Firstly, ask yourself, how many devices, notepads or diaries do you currently use?

Do you use the calendar on your phone? Do you have a wall or desk calendar in your office? Do you have a diary in your bag? Or do you have one of each?

Research has found that many people have at least 3 calendars, a paper calendar for family schedule and appointments, a mobile device for day to day appointments and Outlook for work meetings.

The risk of using multiple calendars is double booking or forgetting an event.

Choose a diary (just one) - now you are going to merge them into the calendar that works best for you.

Before you do that take a moment to restructure how you'd like to prioritise your life.

Family, Work, YOU.

List down what is most important to you, this is your chance to begin living the life you want, be honest with yourself.

List of Rocks - aka non-negotiables

List of pebbles - aka important

List of sand - aka non-essentials

I would like to share this story to give you clarity here:

A philosophy professor once stood before his class with a large empty jar.

He filled the jar with large rocks and asked his students if the jar was full.

The students said that yes, the jar was full.

He then added small pebbles to the jar and asked again, "Is the jar full now?"

The students agreed that the jar was indeed full.

The professor then poured sand into the jar and asked again.

The students then agreed that the jar was finally full.

The professor went on to explain that the jar signifies one's life.

The rocks are equivalent to the most important things in your life, such as family, health, and relationships. And if the pebbles and the sand were lost, the jar would still be full and your life would still have meaning.

The pebbles represent the other things that matter in your life, such as your work, school, and house.

These things often come and go, and are not permanent or essential to your overall well-being although important.

And finally, **the sand represents the remaining small stuff and material possessions in your life.**

These things don't mean much to your life as a whole and are likely only done to waste time or get small tasks accomplished.

The metaphor here is that if you start with putting sand into the jar, you will not have room for rocks or pebbles. This holds true for the things you let into your life too.

If you spend all of your time on the small and insignificant things, you will run out of room for the things that are actually important.

So in order to have a more effective life, you should prioritise important things in your life followed by your pebbles and sand.

STEP #6

Relationships

This is a tough step, yet a really important one.

We're influenced by the people we choose to be around on a daily basis.

There are people in your life that leave you feeling positive, alive and happy and there are others that even after a short period of time in their company leave you feeling low, exhausted and running for the Sage.

After decluttering your schedule you'll realise how important time is, spend it wisely.

Take a deep breath

Open the contacts in your Phone and Social Media and begin....

Ask yourself the following questions

- Does this person bring joy and happiness into my life?
- Is this relationship beneficial to me in any way?
- How do I feel after being or speaking with this person?

There are times when we want people in our lives, yet they leave us feeling drained and sad.

This is where conversations need to be had, **"Nothing changes if nothing changes"**

Clearing your Social Media is a great place to start, this is where you'll have the least emotional connection.

"Walk with the dreamers, the believers,
the courageous, the cheerful, the planners, the doers, the
successful people
with their heads in the cloud
and their feet on the ground."

STEP #7

Environment

You've looked at your body, mind, sleep, food, schedule and relationships. You're now ready to declutter your environment.

This is a fun one.

No 1 rule - if you don't use it- lose it. Sell, donate, add to a memory box (do this wisely otherwise you'll end up with a very large box) or throw away.

There are 3 main areas in the home that you should declutter, kitchen, bedroom, and bathroom.

Here are some of the benefits you may experience after you declutter your environment.

- Increased energy
- Reduction in stress & anxiety
- You can find what you are looking for immediately
- You don't trip over stuff
- Clarity of mind

Top tip - don't over complicate the process, choose a room and begin, drawer by drawer cupboard by cupboard, floor by floor.

I know this is obvious but if it is out of date, bin it. Makeup such as lipstick should be used within 12 to 18 months, face cream within 6 to 12 months, the reason for this is bacteria begins to build.

If you have no use for something any more, whether it's too big or too small, hasn't been used in over a year, you get the idea then use the **No 1 rule**.

Then clean every drawer, cupboard, shelf, window, and floor, until they are super sparkly.

You've now decluttered, now it's time to organise.

Organising is lovingly arranging things so they can be touched, seen and used and when needed.

Remember 'A place for everything, everything in its place'

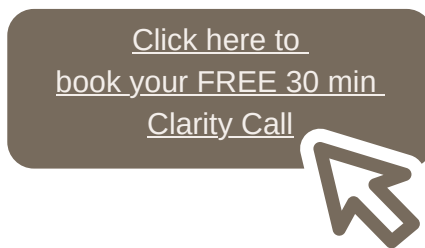
You'll feel calmer, less stressed and your sleep will improve.

Once you have done this your office and desk will be a breeze.

"A clear space = A clear mind"

Remember you're clearing the way to make space to create a life you love, be patient with yourself, decluttering can magnify emotions, honour and acknowledge them, then release what no longer serves you.

Ready to go deeper into clearing the clutter and creating a life you love.



Love & light
Kate pp