

## 10 Tips to Help Clear Mental Clutter



Clutter comes in all shapes and sizes, including mental clutter. Mental clutter is anything that keeps you from thinking straight. Mental clutter can also be caused by overstimulation. We talk on the phone while eating dinner or driving to an event, or we answer and e-mail while talking with a family member while watching TV! Yes, multitasking can be good, but only to a point.

Below are 10 tips that will improve all areas of your life but especially help you tackle your mental clutter.

1. L.I.V.E = List, Internal Organization, Vision and External Organization  
List: If you don't write it down, chances are you will forget it.  
Internal Organization: Organization starts on the inside first.  
Vision: Be clear on what you want for your life. A vision is a snap shot of your goals and what you want to attract into your life.  
External Organization: When you have yourself organized internally and know where you are going and why, you can begin the task of organizing your external environment.
2. If you truly want to organize your life, you must first realize your life is not about the stuff. Believe you are here for a bigger purpose and ask your higher power to help you live this purpose. With this realization, you can truly stop being controlled by clutter and start living the life you have always dreamed about.
3. Things are useful only up to a point. After that point is exceeded, the usefulness starts decreasing, and if the excess is too great, the thing can actually do more harm than good. What's another word for excess? Clutter! Set limits and boundaries to keep clutter away.
4. Straightening up and putting things away is simply cleaning. Creating a permanent place for things and following a system that helps you put something back where it belongs every time you use it is organizing.
5. Write down all of your to-dos. It is very difficult to rely on your memory to keep track of a To Do list. Therefore, dump those thoughts onto paper and prioritize to help you keep moving forward. I personally use the A,B,C method: A tasks need to be done this week, B tasks need to be done this month and C tasks can get done whenever I have extra time.
6. Put things back as soon as you are done using them. Use the 60 second rule...if you can return an item to its home in 60 seconds or less it is worth doing now!
7. Limit the amount of time you spend watching TV or engaging in social media. Set a limit and stick with it!



Consider using some of time you cut out for getting things done.

8. Multitask the smart way by pairing an active task with a passive task. An active task can be sending an email or talking on the phone. A passive task can be loading the dishwasher or running a load of laundry. Use a timer or ask for accountability from someone you trust if you are having trouble with procrastination and getting things done.
9. If you are not doing so already, you must be using a daily planner of some sort. A daily planner is a must for accurate time management. Schedules help us stay on track and get things done. Write down everything in your planner including personal time such as: work outs, massages, date nights etc. After all if you don't grab that time for yourself someone or something else will.
10. Good enough is the new perfect. Organizing is not about living a perfect life. It is about setting realistic goals and then doing your very best at reaching them.

For more tips on how to clear mental clutter and also clear the other clutter that affects your body, mind and spirit check out Jennifer's newest book: Organize Now! Think & Live Clutter-Free. Connect with Jennifer at [www.jenniferfordberry.com](http://www.jenniferfordberry.com)

