

EVERYTHING ORGANIZED | AROUND THE CLOCK

minimalism 101

Outer order creates inner calm, and vice versa. A full-circle approach to organization will help you find balance, become mindful, save time, and restore order to priorities.

Page 2 | Give your home some room to breathe by letting go of life's most common duplicates

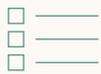
Page 3 | Practice becoming more mindful with 9 habits to incorporate into your daily life



mindful minimalism

Organization should extend beyond the walls of your home. Clear your mental clutter to renew your mind, body, and soul.

9 HABITS TO INCORPORATE INTO YOUR DAILY LIFE • LIVE MORE SIMPLY, FULLY, AND INTENTIONALLY



prioritize purposefully

be mindful and make space for the things that are most important and add the most value to your life. What 5 things are most important to you? Remind yourself every day.



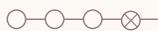
balance productivity

Productivity is at its best when balanced with life. Every minute doesn't need to be spent on completion—you'll feel the most complete when you set aside the time to recharge.



spend-wisely

Allow quality or purpose to drive your spending and you'll find that your purchase decisions are simplified, and more often the right ones. Spend more on experiences and less on things.



stop living life project-to-project

Learn to enjoy your current state of being. Each project's end results should be something you will find useful or beautiful, not just a proud post on Instagram.



single-task

Learn to apply purposeful, focused energy on one single task at a time. Practice this daily and you'll complete tasks more quickly, with more complete and successful results.



disconnect with controlled availability

Notifications create a false sense of urgency and a constant state of distraction. Choose specific and practiced times to address these items each day.



unsubscribe

Information can be outstanding and overwhelming, and controlling the daily flow of it is draining to your energy. Focus on a few favorite resources and unsubscribe from the rest.



be more selective with your time

Choose all commitments with purpose and intention, never obligation. Your time is too precious to over-commit and life is too short to feel obligated.



less clutter = more

Less clutter means; less to organize, less to think about, less to clean, It also means more time to give, more money saved, and ultimately, living more purpose-driven lives.

“SIMPLICITY IS THE ULTIMATE FORM OF SOPHISTICATION”

—LEONARDO DA VINCI

(Cut along the line) 