

DAILY

CLUTTER CURE!



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Hi there! I'm Flora Sage, Certified Simplification Coach. I've been helping women Simplify their Lives & Businesses since 1997.

This free gift helps you get clear on HOW you're spending your days, & help you clear some of the clutter that is robbing you of your time & attention.

For three days you'll track your time, by logging what you do each day. This gives you a clear visual of where your time goes & what is cluttering up your day.

Then you'll choose three things (priorities) you want to begin doing, that your daily clutter has been preventing you from being able to do previously.

You'll write them down & commit to making those a priority for the next 30 days.

Let's get started!

WELCOME



HOW TO USE YOUR TRACKER TO CLEAR DAILY CLUTTER

1

Just Notice

For three days, track how you spend your days. What do you do? How do you spend your time? Are you productive? Are you busy? Do you zone out on social media? That's what this first step is all about.

Review

After you've tracked how you've spent your last three days, it's time to do a review. Look for patterns that show up. How do you feel about the way you've spent your time? What shifts can you make to clear some of this daily clutter?

2

3

Get Intentional

You've tracked how you've spent your days. You've reviewed & gotten clear about daily clutter. Now it's time to prioritize the things you've wanted to do each day. (Slower mornings, hobbies, etc...) Commit to doing these three things over the next month.

DAILY TIME TRACKER

DAY 1: _____

TIME	
5am	
6am	
7am	
8am	
9am	
10am	
11am	
12pm	
1pm	
2pm	
3pm	
4pm	
5pm	
6pm	
7pm	
8pm	
9pm	
10pm	
11pm	
12am	

DAILY TIME TRACKER

DAY 2: _____

TIME	
5am	
6am	
7am	
8am	
9am	
10am	
11am	
12pm	
1pm	
2pm	
3pm	
4pm	
5pm	
6pm	
7pm	
8pm	
9pm	
10pm	
11pm	
12am	

DAILY TIME TRACKER

DAY 3: _____

TIME	
5am	
6am	
7am	
8am	
9am	
10am	
11am	
12pm	
1pm	
2pm	
3pm	
4pm	
5pm	
6pm	
7pm	
8pm	
9pm	
10pm	
11pm	
12am	

DAILY CLUTTER REVIEW & REFLECTION

1. When looking at how I spent my time the past three days, I feel...

2. Some daily patterns I noticed when reviewing these three days were...
(time when I was productive or just busy, when I numbed out on social apps, or wasted time, etc..)

3. The daily clutter I experienced most often was...
(social media, busy work, doing things that others can do for themselves [ie. picking up after or doing laundry for other adults or teenagers], etc..)

4. Things I could have done during these last three days, if I didn't have this clutter...

DAILY CLUTTER REVIEW & REFLECTION

5. What I'd LOVE to do each day with my time is...

(Hobbies, slow mornings, yoga, prayer or meditation, lunch or dinner with friends, read, write, etc...)

6. How much better would my life become, if I started doing these things daily?

7. The Top Three things, from question five, that I would LOVE to start doing right away in my life are...

8. These three things are a priority for me in my life right now because...

PRIORITY TRACKER

START DATE: _____ END DATE: _____

PRIORITY #1	M	T	W	T	F	S	S
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐

PRIORITY #2	M	T	W	T	F	S	S
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐

PRIORITY #3	M	T	W	T	F	S	S
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐

TOP 3 PRIORITY REVIEW & REFLECTION

1. When reflecting on how it felt for me to follow through with these top three priorities, I felt...

2. Some positive changes I've noticed in my life, have been...

3. Other things I'm proud of myself for doing these past 30 days are...



GREAT JOB!



Flora

Congratulations on
clearing your daily clutter!

Life truly begins to be MORE
of what you want it to be
when you clear the clutter
so you can prioritize
what matters most to you.

Want to connect with me privately
or work with me in a group setting?

Book Your Complimentary Call Today!

<https://florasage.as.me/LetsConnect>