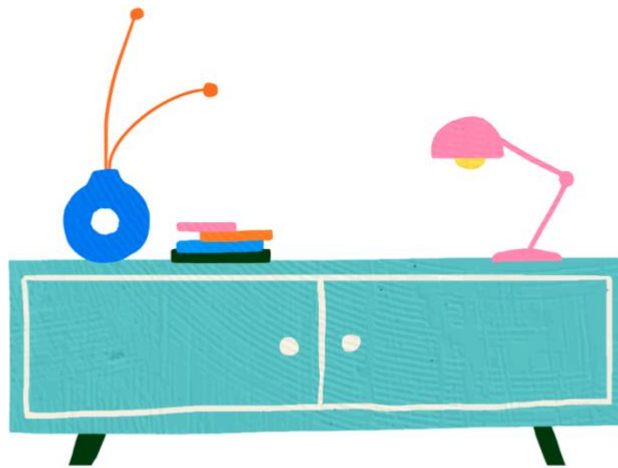


HIDDEN CLUTTER

The Simple System to
Clear Your Space, Time and Mind

The Ten Minute Reset



ETHAN L. COLEMERE

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Hidden Clutter: The Simple System to Declutter Your Life, Clear Your Mind, and Reduce Overwhelm

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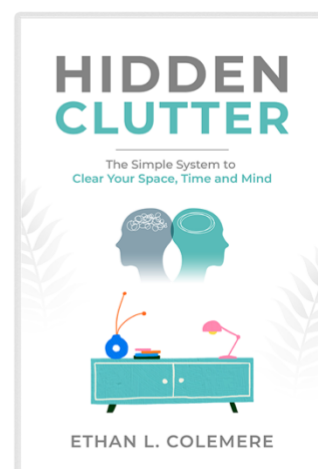
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Hidden Clutter

The Ten-Minute Reset

Welcome to the 10-Minute Reset. Clutter rarely appears all at once. It builds quietly. A few things left on a surface. Emails waiting to be dealt with. Tasks added to an already busy week. Decisions postponed until later. Thoughts and responsibilities that keep circling in the background. Individually, none of these things may seem particularly significant. But together, they can begin to take up more space, time and attention than we realise.

That's where the 10-Minute Reset comes in.

The idea is deliberately simple: you don't need to clear everything to start feeling a difference. Instead of waiting until you have an entire afternoon, a free weekend or enough motivation to tackle everything all at once, you choose one small area and give it just ten focused minutes.

It might be a drawer that has become difficult to open. An overflowing email inbox. A handful of unfinished tasks. A cluttered phone screen. A commitment you've been meaning to reconsider. Or simply the thoughts that have been taking up too much room in your head.

Ten minutes may not solve everything; it isn't supposed to.

What it can do is help you begin.

The worksheets in this booklet will help you identify where hidden clutter is showing up in your physical space, digital life, time and mind, and then turn that awareness into small, manageable actions. There is no need to complete the whole booklet at once. Choose the page that feels most relevant today. Set a timer for ten minutes. Work on what you can. Then stop.

Tomorrow, you can choose another. Because lasting change doesn't always come from doing more. Sometimes it begins by removing one small thing that no longer deserves your space, your time or your attention.

Start small. Clear something. Feel the difference

Your Hidden Clutter Check-In

Clutter isn't always something you can see. Sometimes it's the overflowing drawer. Sometimes it's 4,000 unread emails. Sometimes it's an overfilled calendar, an unfinished task, or something you keep thinking about but never resolve. Before you start clearing anything, it's important to take a moment to identify where your clutter is hiding.

Rate Each Area Below From 1 to 5:

1 = This feels under control.

5 = This is draining my energy / attention.

AREA

SCORE 1 to 5

- | | |
|--------------------------|-------|
| • Physical spaces | _____ |
| • Clothes & belongings | _____ |
| • Paperwork | _____ |
| • Email inbox | _____ |
| • Phone & apps | _____ |
| • Digital files | _____ |
| • Calendar & commitments | _____ |
| • Unfinished tasks | _____ |
| • Decisions I'm avoiding | _____ |
| • Thoughts & worries | _____ |

List any other areas that are holding clutter that needs sorting:

My highest-scoring area is:

The one area I most want to feel lighter is:

If I could improve just one thing this week, it would be:

**Remember, you don't have to clear everything.
Start with what is taking the most from you.**

The Physical Clutter Reset

Don't start with the whole house. Choose one small, visible area that you can improve in approximately ten minutes. This will help you build momentum and stop the overwhelm that can often set in when trying to do too much "sorting" at the same time.

My 10-Minute Target:

- ☐ One drawer
- ☐ One shelf
- ☐ Bedside table
- ☐ Kitchen counter
- ☐ Bathroom surface
- ☐ Desk
- ☐ Handbag / backpack
- ☐ Car
- ☐ Other: _____

Now sort what you find – KEEP / MOVE / DONATE / DISCARD

Before I started, this space felt:

After clearing it, this space feels:

One thing I noticed:

Your 10-Minute Rule:

Start a timer and then stop when the timer ends - You are not trying to finish decluttering. You are proving that a small amount of focused subtraction can make a noticeable difference.

The Digital Clutter Reset

Digital clutter is easy to ignore because it doesn't occupy physical space, but it can occupy enormous amounts of attention and cause considerable stress over time.

Choose three quick digital actions for today.

- ☐ Delete 20 unwanted emails
- ☐ Unsubscribe from 3 mailing lists
- ☐ Delete 10 unwanted photos / screenshots
- ☐ Remove 3 unused apps
- ☐ Clear my downloads folder
- ☐ Close unnecessary browser tabs
- ☐ Organize my desktop
- ☐ Turn off 3 unnecessary notifications
- ☐ Delete duplicate files
- ☐ Organize one digital folder
- ☐ Other: _____

The digital distraction that bothers me most is:

I can reduce it by:

Notification Audit:

Write down three notifications you do not need interrupting you.

1. _____

2. _____

3. _____

Turn them off.

Your devices should serve your attention, not constantly compete for it.

The Time Clutter Reset

Time clutter happens when your days become filled with activities, obligations and routines that no longer deserve the amount of time that they receive. Think about a typical week:

What is consuming your time?

Now use the grid below to identify three activities or commitments that you could reduce, remove or simplify.

TIME CLUTTER

WHAT COULD I DO?

	☐ Remove ☐ Reduce ☐ Simplify
	☐ Remove ☐ Reduce ☐ Simplify
	☐ Remove ☐ Reduce ☐ Simplify

What am I regularly giving time to that is no longer important to me?

If I reclaimed just 30 minutes this week, I would use it to:

Remember, a fuller calendar doesn't necessarily mean a fuller life.

Mental Clutter Brain Dump

Your mind is very good at thinking. It is not particularly good at being used as a permanent storage system. Write down everything currently competing for your attention. Don't organize it yet. Just get it out.

Things I need to do:

Things I need to remember:

Things I'm worried about:

Decisions I need to make:

Things I keep thinking about:

Now look at what you've written.

Put a ★ beside anything that genuinely needs your attention soon. Cross out anything that doesn't actually need to be carried anymore. Remember; you don't need an empty mind. you need fewer things competing for your attention.

Unfinished Business

Small unfinished tasks can consume a surprising amount of mental energy. Think about all the things you've been meaning to do. These are all "Open Loops".

- The email you haven't answered.
- The appointment you need to make.
- The item you need to return.
- The small repair.
- The decision you keep postponing.

Write down five of your open loops.

OPEN LOOP	NEXT ACTION
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Now choose ONE of your open loops:

The open loop I will close today:

My next physical action is:

When will I do it?

The Attention Test

Not everything in your life deserves equal attention. For anything that feels like clutter, a possession, task, subscription, commitment, habit or worry etc, ask:

1. Is this useful to me now?

☐ Yes ☐ No ☐ Not sure

2. Does this add genuine value to my life?

☐ Yes ☐ No ☐ Not sure

3. Would I choose this again today?

☐ Yes ☐ No ☐ Not sure

4. Am I keeping this because I want it, or because I feel I should?

5. What would happen if I removed it?

6. What might I gain by letting it go?

My Decision:

- ☐ KEEP - it deserves its place.
- ☐ REDUCE - I need less of it.
- ☐ REMOVE - It no longer deserves my space.
- ☐ REVISIT - I'll decide by: _____

**The goal isn't to have less for the sake of having less.
It's to make more room for what matters.**

The Ten-Minute Reset Plan

You don't need an entire weekend; you don't need perfect organization. You need ten focused minutes and one clear target. Repeat this process regularly and you will be amazed how quickly you gain control of the hidden clutter in your life.

My Reset Plan:

The area I will reset:

The clutter I want to reduce:

My 10-minute action:

Before I Begin:

Right now, I feel:

- ☐ Overwhelmed
- ☐ Distracted
- ☐ Frustrated
- ☐ Tired
- ☐ Stuck
- ☐ Motivated
- ☐ Other: _____

After 10 Minutes:

I completed:

I removed / reduced:

Now I feel:

Tomorrow's 10-Minute Target:

Remember:
Daily 10-minute resets over 7 days...
Means 70 minutes of intentional clearing a week.
Small resets quickly accumulate

Your Next Step...

Keep moving forward, you've just started identifying something most people overlook:

- Clutter isn't only the stuff around you.
- It can be the files you never organize.
- The commitments you no longer want.
- The unfinished tasks you keep carrying.
- The decisions you keep postponing.
- The thoughts that repeatedly demand your attention.

And once you begin noticing hidden clutter, you can begin making deliberate choices about what deserves to stay.

Before You Finish - Complete these three sentences:

One thing I'm ready to let go of is:

One thing I want to make more space for is:

The next 10-minute reset I will complete is:

Hidden Clutter

The Full System

Continue your Hidden Clutter Journey...

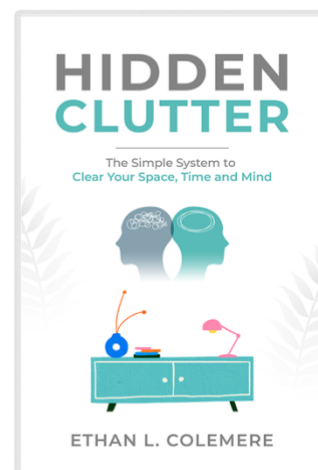
If the “Ten-Minute Reset” resonated with you, you've only just begun to uncover the impact of Hidden Clutter.

In the full book, you'll learn how to identify and reduce the physical, digital, time, and mental clutter that quietly contribute to overwhelm and distraction.

Through practical strategies and simple exercises, you'll discover how to create more clarity, focus, and control in your daily life - without striving for perfection and becoming overwhelmed.

Get your copy of Hidden Clutter today and start clearing the clutter you can't see.

If you're ready to feel lighter, think clearer, and create more space for what truly matters, the full Hidden Clutter System is waiting for you. Use the QR Code or click on the image below to find out more:



Less noise. Less overload. More clarity