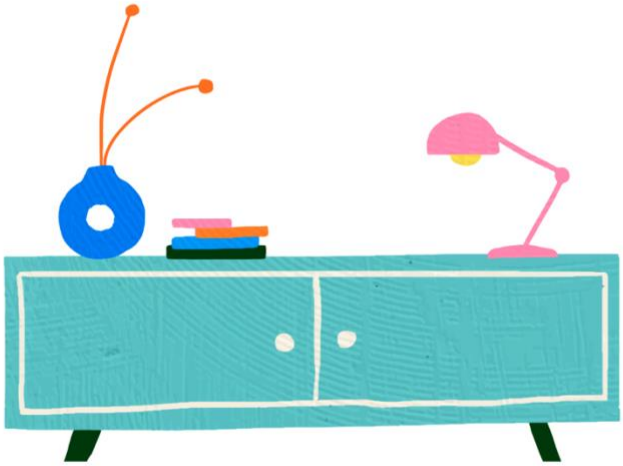
HIDDEN CLUTTER

The Simple System to
Clear Your Space, Time and Mind

Checklist



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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Hidden Clutter

Free Checklist

Welcome to your first step toward a calmer, clearer life. The Hidden Clutter Checklist has been created to help you uncover the hidden sources of overwhelm that often go unnoticed in everyday life. While most people think of clutter as the things they can see, some of the biggest sources of stress and distraction are often invisible - living in unfinished tasks, constant decisions, digital distractions, overloaded routines, and the mental weight of trying to keep up with everything.

This checklist will help you pause, identify what is quietly draining your time and energy, and discover simple opportunities to create more space, focus, and control.

You don't need to change everything at once.

The goal is not perfection...

The goal is awareness - because once you can see the hidden clutter, you can begin to clear it. Most people try to fix overwhelm by doing more. This checklist helps you do something different:

Find what is creating unnecessary pressure and start removing it.

Start Small & Work From There…

You do not need to complete everything in one sitting. Begin by choosing one area that feels most relevant right now:

✓ **Physical Clutter**
The things around you that create distraction, friction, or unnecessary maintenance.

✓ **Digital Clutter**
Files, messages, notifications, subscriptions, and online distractions competing for your attention.

✓ **Time Clutter**
Commitments, habits, and activities that take up space without adding real value.

✓ **Mental Clutter**
Unfinished tasks, worries, decisions, and thoughts that continue taking up mental energy.

How To Complete The Hidden Clutter Checklist

1. Read through each section slowly.
2. Notice what immediately stands out.
3. Tick the areas that feel familiar or create a reaction.
4. Choose one small action you can complete today.
5. Come back regularly and repeat the process.

Remember

You are not trying to create a perfect life - You are creating more space for the things that matter. Even removing one small piece of hidden clutter can create a sense of relief and momentum.

- Start with one step.
- Create one win.
- Build from there.
- The Hidden Clutter System

Less noise. Less overload. More clarity

Hidden Clutter Audit

Before you can clear hidden clutter, you first need to recognise where it exists. This audit will help you identify the areas of your life that may be creating stress, distraction, or unnecessary effort.

Area of Life	What feels cluttered? →	How does it effect me?
Your Physical Clutter	Current Physical Clutter	How does this affect me?
Your Digital Clutter	Current Digital Clutter	How does this affect me?
Your Mind Clutter	Current Mind Clutter	How does this affect me?
Your Time Clutter	Current Time Clutter	How does this affect me?

Hidden Clutter Action Plan

This action plan will help you turn awareness into simple, practical steps that reduce hidden clutter and create more space for what matters. Focus on the small changes that will have the greatest impact. Every thoughtful decision brings you one step closer to a calmer, clearer, and more intentional life.

Item / Situation	Keep	Change	Remove
1.	☐	☐	☐
2.	☐	☐	☐
3.	☐	☐	☐
4.	☐	☐	☐
5.	☐	☐	☐
6.	☐	☐	☐
7.	☐	☐	☐
8.	☐	☐	☐
9.	☐	☐	☐

Hidden Clutter Analysis

Analysis helps you understand what is working and where there is still room for improvement. Use this page to identify patterns, recognise opportunities for change, and decide which actions will have the greatest impact on creating a calmer, clearer, and more intentional life.

Thougt / Task / Worry	Controllable?	Action
1.	☐ Yes ☐ No	
2.	☐ Yes ☐ No	
3.	☐ Yes ☐ No	
4.	☐ Yes ☐ No	
5.	☐ Yes ☐ No	
6.	☐ Yes ☐ No	
7.	☐ Yes ☐ No	
8.	☐ Yes ☐ No	
9.	☐ Yes ☐ No	

10 Minute Reset Checklist

You don't need hours to create meaningful change. This reset will help you take one small action to remove hidden clutter, reduce overwhelm, and create more clarity in your day. Start small. Focus on one thing. Build momentum from there.

Date	Area	What I Removed?	How I Feel After
	Physical / Mental / Digital / Time		
	Physical / Mental / Digital / Time		
	Physical / Mental / Digital / Time		
	Physical / Mental / Digital / Time		
	Physical / Mental / Digital / Time		
	Physical / Mental / Digital / Time		
	Physical / Mental / Digital / Time		
	Physical / Mental / Digital / Time		
	Physical / Mental / Digital / Time		

Weekly Planner Checklist

This weekly planner will help you turn your priorities into simple, manageable actions that support a calmer, more organised week. Focus on what matters most, take one step at a time, and remember that consistent progress not perfection is what creates lasting change.

This Week I Wil Remove	Why It Matters?	My First Action
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

Reflection Checklist

Reflection is an important part of creating lasting change. Use this page to recognise your progress, celebrate the small improvements you've made, and identify the lessons that will help you move forward with greater clarity and confidence.

Before The Checklist	After the Checklist
I felt...	I felt...
I struggled with...	I improved...
I want to change...	I will continue...

Hidden Clutter

Next Steps...

Continue your Hidden Clutter Journey...

If this Checklist 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 contributes 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.

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.