

# How To Declutter Your Mind: 10 Practical Tips You'll Actually Want To Try



Do you feel like your brain is **in serious overdrive**? A stream of clutter slowly turning your mental space into a chaotic mess? If the answer is yes, it means that your mind is **frantically** waving **a red flag**, begging you to **free up some headspace**.

Just like our cabinets and cupboards, our minds too need tidying up from time to time. Getting rid of all that non-essential mental baggage is **crucial** to stay focused, motivated and productive.

Here are ten simple yet effective tips to help you declutter your mind **in no time**:

**1. Set Priorities:** Prioritizing is a great way to proactively **take charge of your life**. The first step is to figure out what are the things

that matter the most to you, your life aspirations and your long-term goals? Prepare a list of your top priorities and make sure that your actions and the decisions you take reflect the priorities you set. It's important to note that your list of priorities might change as you grow older and that is totally okay as long as you check in with yourself regularly and ensure that those priorities are still serving you.

**2. Keep A Journal:** Journaling is a great way to relax your mind by analyzing and organizing your thoughts. According to research, expressive writing **eliminates intrusive thoughts** about negative events and improves working memory. Researchers believe that these improvements may, in turn, **free up our cognitive resources** for other mental activities, including the ability to manage stress more effectively. Writing in a daily journal can also help manage anxiety and cope with depression, as it's a healthy outlet to release **bottled emotions**.

**3. Learn To Let Go:** "Accept yourself, love yourself, and keep moving forward. If you want to fly, you have to give up what weighs you down," writes author Roy T. Bennett in his book *The Light in the Heart*. It is important to let go of all the negative thoughts and emotions that make you **feel bogged down**. **Eliminating** unnecessary thoughts, fears and concerns help reduce stress, boost self-esteem and **free up mental space**.

**4. Avoid Multitasking:** I know it sounds counter-productive. But trust me, preparing that office presentation while updating your Instagram and looking for a secret Santa gift online for your roommate is not that helpful. While there's no harm in occasional multitasking, constant **juggling between tasks** limits your attention span, increases stress and creates additional clutter by making it

difficult for your brain to filter out irrelevant information. The solution is to single-task as much as possible. Make a list of things you need to accomplish that day. Keep the to-do list simple and realistic. Start with what's most important and make your way down the list, completing one task at a time.

**5. Breathe:** Take a deep breath. Pause. Exhale slowly. Repeat. How does it feel? Great, right? Deep breathing is a simple yet effective technique to clear your mind, induce tranquility and **elevate your mood instantly**. It lowers the heart rate and blood pressure. Other than being a stress-reliever, breathing exercises also promote concentration and strengthen your immunity system.

**6. Declutter Your Workspace:** Did you know that people with a messy workspace are less efficient and more frustrated than those who have an organized work desk? Well, now you do! So don't put off until tomorrow; declutter your workspace ASAP. You can start by getting rid of all the non-essential items and **assigning a proper place to everything**. The best way to keep things organized without feeling overwhelmed or exhausted is to clean up your work desk every day before you go home.

**7. Be Decisive:** When you constantly put off making decisions, your brain becomes overwhelmed by all the clutter that's created by those **pending decisions**. So stop procrastinating and make that call. Whether it's about the house you want to buy or that email you've been avoiding for so long. For simple decisions, carefully evaluate the pros and cons and don't look back once you've made up your mind.

**8. Share Your Thoughts:** Talking to a loved one about how you feel is a great way to release **pent-up emotions**. Sharing your thoughts

with others can also help you look at things from a fresh perspective which can help you think clearer and make better decisions.

**9. Limit The Amount Of Media Intake:** The media you consume has a huge impact on your mental health. We spend hours online: reading blogs, watching viral videos on YouTube, etc. This abundance of information can **clog your brain**, causing stress and anxiety. Limiting the amount of information you consume is necessary to get rid of all that media-related clutter from your mind. You can start by setting a limit on the amount of time you spend on social media.

**10. Take Some Time To Unwind:** Last but not the least, take a break! Your brain needs to rest and recharge in order to perform smoothly. So switch off your phones and laptops and do something that makes you feel happy. Whether it's a long nap or a walk in the park.

So, what musty thoughts and emotions are catching dust in your mental closet? It's time to identify that junk and get rid of it **for good!**