

ClearMind Digital System™ Quick Start Guide

*Start clearing digital clutter in 5 simple steps.
No stress, just progress!*



By **Kari Lee** | Project: Improve Me!



This guide pairs with the ClearMind 52-Week Challenge on the blog.
Get weekly mini tasks to declutter your digital life — one calm step at a time.
[👉 projectimproveme.com/digital-decluttering](https://projectimproveme.com/digital-decluttering)

Why Digital Clutter is Holding You Back

If you've ever spent too much time searching for a file, missed an important email, or felt overwhelmed by digital chaos, you're not alone.

- ✓ Lost files, buried emails, and scattered notes waste time.
- ✓ Digital distractions make it harder to focus.
- ✓ Disorganized passwords and security risks create stress.

💖 **The ClearMind Digital System™ is here to help!**

This guide is packed with **quick wins** to help you declutter your digital life — without getting overwhelmed.

The ClearMind 5-Step Roadmap

The ClearMind Digital System™ follows **5 simple steps**:

- 1 STOP** → Identify your biggest digital stressor
- 2 SORT** → Organize files & emails into clear categories
- 3 STREAMLINE** → Cut distractions & automate systems
- 4 SIMPLIFY** → Build easy-to-maintain habits
- 5 SECURE** → Protect passwords & back up your data

Today, we'll focus on one quick-start action from each step so you can start seeing results immediately.

Quick-Start Actions to Declutter Today

STEP 1: STOP → Identify Your #1 Digital Stressor

What's causing you the most frustration?

Pick ONE area that overwhelms you the most:

- ✓ Emails: Too many unread messages?
- ✓ Files: Can't find what you need?
- ✓ Passwords: Lost logins everywhere?
- ✓ Notifications: Constant digital distractions?

TRY THIS NOW: Write down your #1 digital clutter problem. That's your first focus area.

STEP 2: SORT → Organize Your Digital Space

You don't need to clean up everything today—just start with one small step!

TRY THIS NOW: Create a "Focus Hub" - one folder where your most important files live.

- ✓ On your desktop or cloud storage (Google Drive, Dropbox, etc.), create a folder called: "Focus Hub".
- ✓ Move 5 of your most frequently used files into this folder—these should be the files you open the most, not just random ones.

★ Now, whenever you need something urgent, it's right there!

STEP 3: STREAMLINE → Reduce Digital Distractions

Small digital distractions add up to HOURS of wasted time each week.

TRY THIS NOW: **Unsubscribe** from 10 newsletters + **mute** non-essential notifications.

- ✓ Open your email inbox → Search "Unsubscribe" → Remove 10 emails you don't read.
- ✓ On your phone → Go to Settings → Notifications → Turn off alerts from at least 3 apps.

★ Instant clarity and fewer distractions!

STEP 4: SIMPLIFY → Make Digital Decluttering a Habit

The key to staying organized is setting up a simple, repeatable routine.

TRY THIS NOW: Set up a 15-Minute **Weekly Digital Reset** in your calendar.

- ✓ Pick one day per week → Add a 15-minute reminder to declutter files, emails, or passwords.
- ✓ Use this time to delete unnecessary files, sort emails, and clean up your workspace.
- ★ Doing this once a week prevents the buildup of digital clutter!

STEP 5: SECURE → Protect Your Digital Life

Security issues happen when we neglect passwords and backups.

TRY THIS NOW: Set up a **password manager** or update your 5 most important logins.

- ✓ Use a free password manager like Bitwarden, NordPass, or 1Password. Pick ONE and set up a secure login today!
- ✓ Update at least 5 key passwords (email, bank, social media, work accounts).
- ✓ Enable 2FA (Two-Factor Authentication) on your email for extra security.
- ★ A secure digital space = less stress & better peace of mind.

What's Next?

You just took your first step toward a calmer, more focused digital life — and that's worth celebrating!

♥ **Check out the ClearMind Insiders Club™** — my monthly membership that helps women in midlife declutter their digital life step-by-step, one area at a time. Each month, we tackle one challenge together — like your inbox, apps, or files — with simple guides, tools, and encouragement.

♥ You've started. Now let's keep going — together.

How to Use This Guide

- ✓ Print this out or save it to your Focus Hub folder.
- ✓ Follow the **5 Quick-Start Actions** to see immediate results.
- ✓ **Stay consistent** and watch digital chaos turn into clarity!
- ♥ Let's do this together — one calm step at a time



*"You don't need a perfect plan. You just need one small action, done **consistently**. That's how big change begins — just stay with it."*
— Kari, Project: Improve Me™