CLEARMIND

Quick Start Guide

5 Simple Steps *to Declutter Your Digital Life and Reclaim Focus*

By Kari Lee | Project: Improve Me

hello@projectimproveme.com

www.projectimproveme.com

ClearMind Digital System
Quick Start Guide

Why Digital Clutter is Holding You Back

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

The problem isn't you. Digital clutter builds up invisibly.

- **Lost files, buried emails, and scattered notes waste time** ⇒ You spend more time searching than actually working.
- **Digital distractions make it harder to focus** ⇒ Every notification pulls your attention away from what matters.
- **Disorganized passwords and security risks create stress** ⇒ You're one "forgot password" away from frustration, always.

But here's the good news: Small, targeted actions create big relief fast.

The ClearMind Digital System is here to help you take back control, without spending hours or feeling 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 and automate systems
4. **SIMPLIFY** Build easy-to-maintain habits
5. **SECURE** Protect passwords and back up your data

Today, you'll complete one quick-start action from each step and you'll feel the difference in 15-30 minutes.

This isn't about perfection. It's about progress you can see and feel right away.

This guide pairs with the ClearMind 52-Week Challenge on the blog. Get weekly mini tasks to declutter your digital life; one small step at a time.
projectimproveme.com/digital-decluttering

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How This Guide Works

- **Step 1** gives you real numbers so you know exactly where you stand
- **Step 2** provides a personalized power action based on YOUR biggest pain point
- **Step 3** automates one thing so it works for you on autopilot
- **Step 4** build a simple weekly habit to keep momentum going
- **Step 5** protects what matters most in just 15 minutes

Pick your most painful area and take one small step.

Need Help? I'm Here

You don't have to figure this out alone.

If you get stuck, have questions, or just want to share your progress:



Email me: hello@projectimproveme.com



Watch for Office Hours: I'll be hosting live walkthroughs on YouTube and Zoom where you can ask questions in real time.



Message me on Socials: You can find me as Project Improve Me on almost all socials. I'm not super active on them except Pinterest and YouTube, but check others regularly.

This is a journey, not a race. I'll be adding more tutorials, tips, and support along the way - so stay connected!

Track Your Progress

Before & After: Take screenshots to see how far you've come.

iPhone: Press side button + Volume Up at the same time
Android: Press Power + Volume Down at the same time
Computer: Windows: Win+Shift+S | Mac: Cmd+Shift+4

What to capture:

- Inbox count (before you start)
- Downloads folder (# of files before cleanup)
- Notification settings (before you turn them off)

Save it like this:
`2025-07-22_BEFORE_Inbox.jpg`
then after cleanup session:
`2025-07-22_AFTER_Inbox.jpg`

Then share your win! Post on social media using: **#ProjectImproveMe** or **#ClearMindDigital**

Seeing your progress = staying motivated!

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Quick Start Actions to Declutter Today

STEP 1: STOP → Find Your Digital Pain Point

The 2-Minute Digital Pain Audit

Don't just guess what's wrong, let's measure it. **Pick one area** and get real numbers:

☐ **INBOX CHAOS** (Email)

- Open your inbox ⇒ How many unread emails do you have? ____
- Search "Unsubscribe" ⇒ How many results? ____

☐ **FILE FRUSTRATION** (Computer or Cloud)

- Set a timer for 30 seconds.
- Try to find: Last month's bank statement, your insurance card, a recent work doc.
  If these don't apply to you, pick 3 files you may need to find quickly in your life.
- Could you find all 3? YES ____ NO ____
- How long did it actually take? ____

☐ **NOTIFICATION OVERLOAD** (Apps)

- Go to Settings ⇒ Notifications
- Scroll through and count how many apps have notifications turned ON: ____
- Check your phone's screen time stats:
  - **iPhone:** Settings → Screen Time → See "Pickups"
  - **Android:** Settings → Digital Wellbeing → See "Times opened"
- How many times did you pick up your phone yesterday? ____

☐ **PASSWORD PANIC**

- Try logging into your bank, email, and one social media account.
- Did you get any login wrong or need "forgot password"? YES ____ NO ____
- Do you use the same password in multiple places? YES ____ NO ____

Your Results:

Circle your biggest pain point above. That number/result is your starting line and we're about to make it better.

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Start Fresh. Clean Up Old Stuff Later.

You don't have to fix everything today. These steps help you build better systems **going forward** and that's what matters most.

The Strategy:

- Set up your new system first using the steps in this guide
- Use it for all NEW files and emails starting now
- Move old clutter to an "Archive" or "Old Stuff" folder temporarily
- Sort through old stuff later, a few minutes at a time when you can

This stops the clutter from building while you catch up at your own pace.
Remember, you've probably accumulated files, photos, and emails for decades: you can't clean it up all at once!

The Overwhelm Path

Try to fix everything

↓

Get exhausted

↓

Give Up!

The ClearMind Path

Set up new system first

↓

Stop NEW clutter

↓

Clean old stuff slowly

↓

Stay in control!

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STEP 2: SORT → Take One Power Action

You have identified your pain point. Now choose YOUR quick win.

If you chose INBOX:

Create your "Action Today" folder + clear 10 emails right now

1. In your email, create a new folder called "Action Today"
2. Open your inbox and find 10 emails that need a response or task
3. Move those 10 into "Action Today"
4. Everything else can wait, but these 10 are now visible and actionable

Your real problem isn't having too many emails. It's not knowing which ones matter RIGHT NOW. This folder becomes your daily command center.

If you chose FILES:

The "Find It Fast" folder setup

1. Create a folder called "🔥Find It Fast" (yes, use the emoji or just "IMPORTANT")
2. Add these 5 subfolders:
    a. Money (bank statements, insurance, receipts)
    b. Medical (test results, prescriptions, insurance cards)
    c. Family (birth certificate, school records, important photos)
    d. Work (current projects, resumes, key documents)
    e. Reference (manuals, instructions, info you need often)
3. Right now, move 5 frequently-needed files into the right subfolder
4. Pin this folder to your Quick Access/Favorites

You're not organizing everything. You are creating a "VIP Section" for what matters most. You can find it in 3 clicks instead of 30.

If you chose NOTIFICATIONS:

The "Silent Sunday" Challenge

1. Go to Settings → Notifications
2. Turn OFF notifications for everything except:
    a. Phone calls
    b. Text messages
    c. One messaging app (if needed for family or work)
3. Keep it this way for 24 hours (start on a Sunday or your least busy day)
4. Notice how it feels. Really pay attention to your stress levels.

Most people don't realize how much mental energy notifications steal until they experience the absence. This test proves it.

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If you chose PASSWORDS:

The "Big 3" Security Lockdown

1. Update these 3 passwords RIGHT NOW (use strong, unique ones):
    a. Your primary email (this is the key to everything)
    b. Your bank or main financial account
    c. Your phone/computer login
2. Turn on 2FA (Two-Factor Authentication) for your email
3. Write down where you stored these new passwords (password manager, secure note, or notebook in a safe place)

These 3 accounts control your entire digital life. Securing them takes 10 minutes but protects everything.

STEP 3: STREAMLINE → Automate One Thing

Pick the automation that matches your pain point:

For INBOX people:

- Set up ONE email filter right now
- Go to Settings → Filters/Rules
- Create a filter for "receipts" or "newsletters" that auto-sorts them to a folder
- Test it by sending yourself an email with that keyword

For FILE people:

- Change your Downloads folder behavior
- Set your browser to ASK where to save files instead of auto-dumping to Downloads
- Or create a "Digital Inbox" folder and point downloads there
- This forces you to sort as you go

For NOTIFICATION people:

- Schedule "Do Not Disturb" hours
- Set your phone to automatically silence from 8pm to 8am (or your preferred hours)
- You'll be amazed how much better you sleep

For PASSWORD people:

- Download a free password manager TODAY
- Try Bitwarden, NordPass, or 1Password
- Add just your 3 most important logins to get started
- This single tool will save you hours of "forgot password" frustration

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STEP 4: SIMPLIFY → Your 5-Minutes Weekly Habit

Set up your "Digital Tidy Sunday" (or whatever day works)

Add this 5-minute routine to your calendar every week:

WEEK 1 **Inbox check** ⇒ Delete or archive 20 emails
WEEK 2 **Photo cleanup** ⇒ Delete 20 screenshots or duplicates
WEEK 3 **Downloads purge** ⇒ Clear your downloads folder
WEEK 4 **App audit** ⇒ Delete 5 unused apps
And Repeat.

Do this during your Sunday coffee, Friday wind-down, or Monday morning startup routine. Pair it with something you already do.

STEP 5: SECURE → Protect What Matters

Your 15-minute security checklist:

- ☐ Update your 3 most critical passwords (email, bank, phone)
- ☐ Turn on 2FA for your email
- ☐ Back up your photos to cloud storage or external drive (start the upload today, even if it takes hours)
- ☐ Write down (on paper or secure note) where your passwords live
- ☐ Delete one old account you no longer use (old email, forgotten shopping site, etc.)

You're not just organizing, you're protecting decades of memories, financial records, and family information. Future you will be SO grateful.

What Happens Next?

You just completed 5 power actions. Here's what you've accomplished:

- ☑ You identified your #1 digital pain point with real numbers
- ☑ You took ONE targeted action that created immediate relief
- ☑ You automated something so it works for you automatically
- ☑ You set up a weekly habit to keep momentum going
- ☑ You protected your most important accounts and files

But, this was just the warm up!

You felt the difference in 15-30 minutes. Imagine what happens when you keep going.

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Ready for 12 More Easy Wins?

The **ClearMind Digital Quick Win Toolkit** gives you 12 short, focused checklists designed specifically for midlife women juggling family, work, and life:

- **Unsubscribe Power Hour** → Clear inbox noise in 15 minutes
- **Smart Filters Setup** → Emails that sort themselves
- **Camera Roll Reset** → Find your best memories again
- **File Naming Cheat Sheet** → Never lose a document again
- Plus 8 more targeted wins

Each one takes 5-15 minutes. Each one makes life noticeably lighter.

GET THE QUICK WINS TOOLKIT HERE

Yes, I want to start my Digital Reset Now

Your Next Moves:

- ☐ Save this guide to your "Focus Hub" or "Find It Fast" folder
- ☐ Set your weekly 5-minute calendar reminder right now
- ☐ Share this guide with one friend who needs it
- ☐ Grab the Quick Wins Toolkit to keep momentum going



Go to Project: Improve Me blog to find more wins in the 52-week Digital Declutter Challenge blog series.



Subscribe to PIM YouTube to watch for more tips, tricks and tutorials.

Starting is the hardest part and you've already done that!
Let's keep going - One Fix 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

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