

BY SPRING DAVISON

Clear the Clutter

This guide will help you create space in your physical and digital environments to nurture mental clarity and spiritual peace. Remember, decluttering is not just about organizing things—it's about making room for what truly matters in your life.



Steps and Tips

Each step has worksheets to accompany. You can print them more than once, if you need more space to write. Or just use them as a mental guideline. Take photos before you get started!

- 01** **Step 1: Set Your Intention**
Before diving in, take time to reflect on what the end result will be. What do you want to happen with decluttering?
- 02** **Step 2: Create a Master Plan**
Break down your decluttering project into manageable zones.
- 03** **Step 3: Physical Space Decluttering**
Start with visible spaces before moving to storage areas.
- 04** **Step 4: Digital Decluttering**
Tackle your digital spaces systematically.
- 05** **Step 5: Establish Organization Systems**
Create sustainable systems for maintaining order.
- 06** **Step 6: Create A Prayer Space**
Designate an area for Bible reading, spiritual reflection and peace.
- 07** **Step 7: Implement Time Management**
Structure your time to maintain organization.
- 08** **Step 8: Address Emotional Attachments**
Work through emotional connections to possessions.
- 09** **Step 9: Establish Boundaries**
Create rules for maintaining your decluttered space.
- 10** **Step 10: Regular Review and Reset**
Schedule maintenance and evaluation periods.

What areas feel most cluttered?

WORKSHEET 1: INTENTION SETTING

- What areas of my life feel most cluttered? (List 3-5 spaces)
- How does this clutter affect my daily life and peace of mind?
- What would my ideal space look and feel like?
- How will decluttering help me grow spiritually?

01

02

03

04

05

JOURNAL:

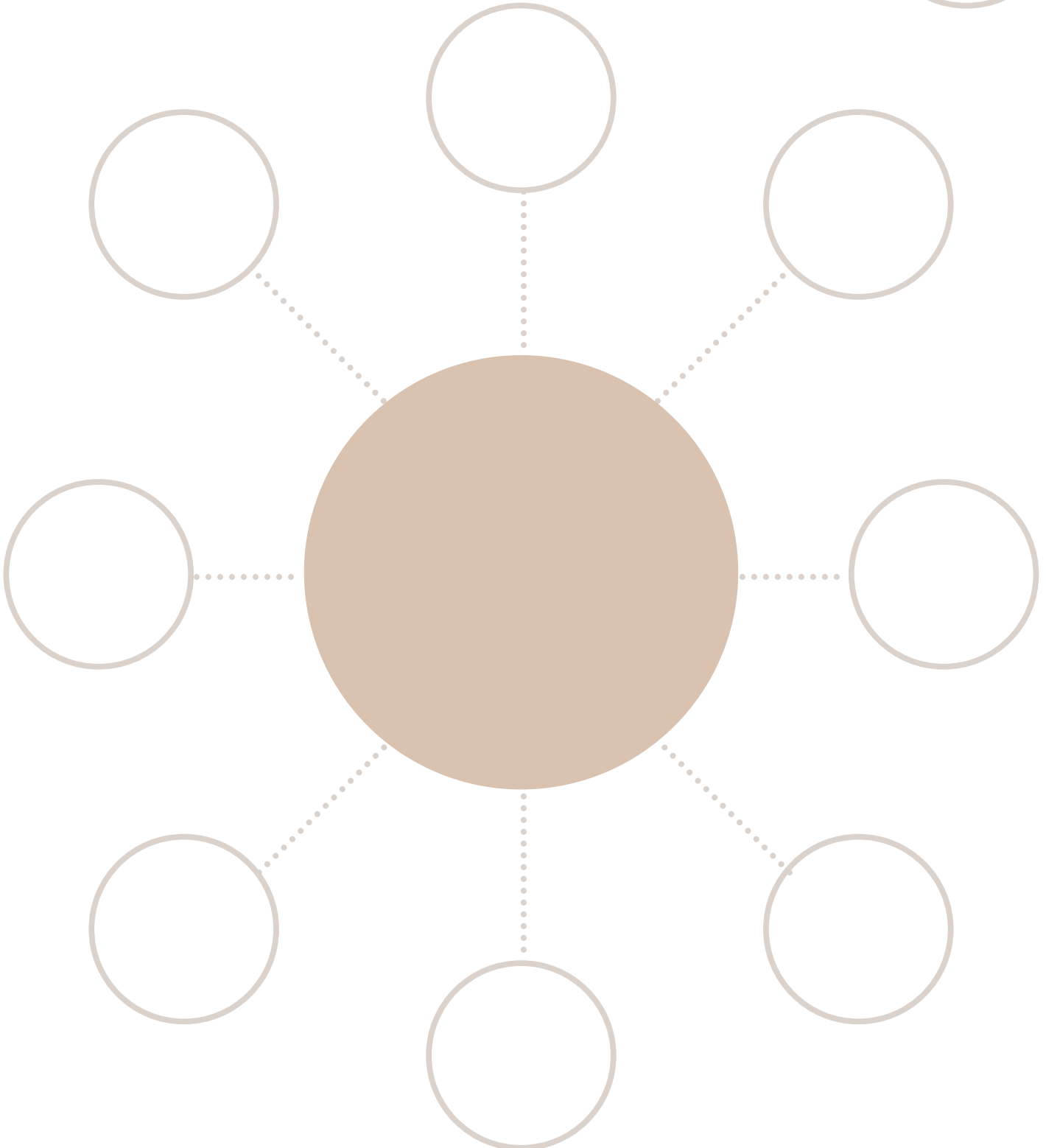
Your Physical Spaces

WORKSHEET 2: SPACE MAPPING

Physical Spaces:

- List all rooms in your home
- Rate each space's clutter level (1-5)
- Prioritize spaces (High/Medium/Low)

EXAMPLE:

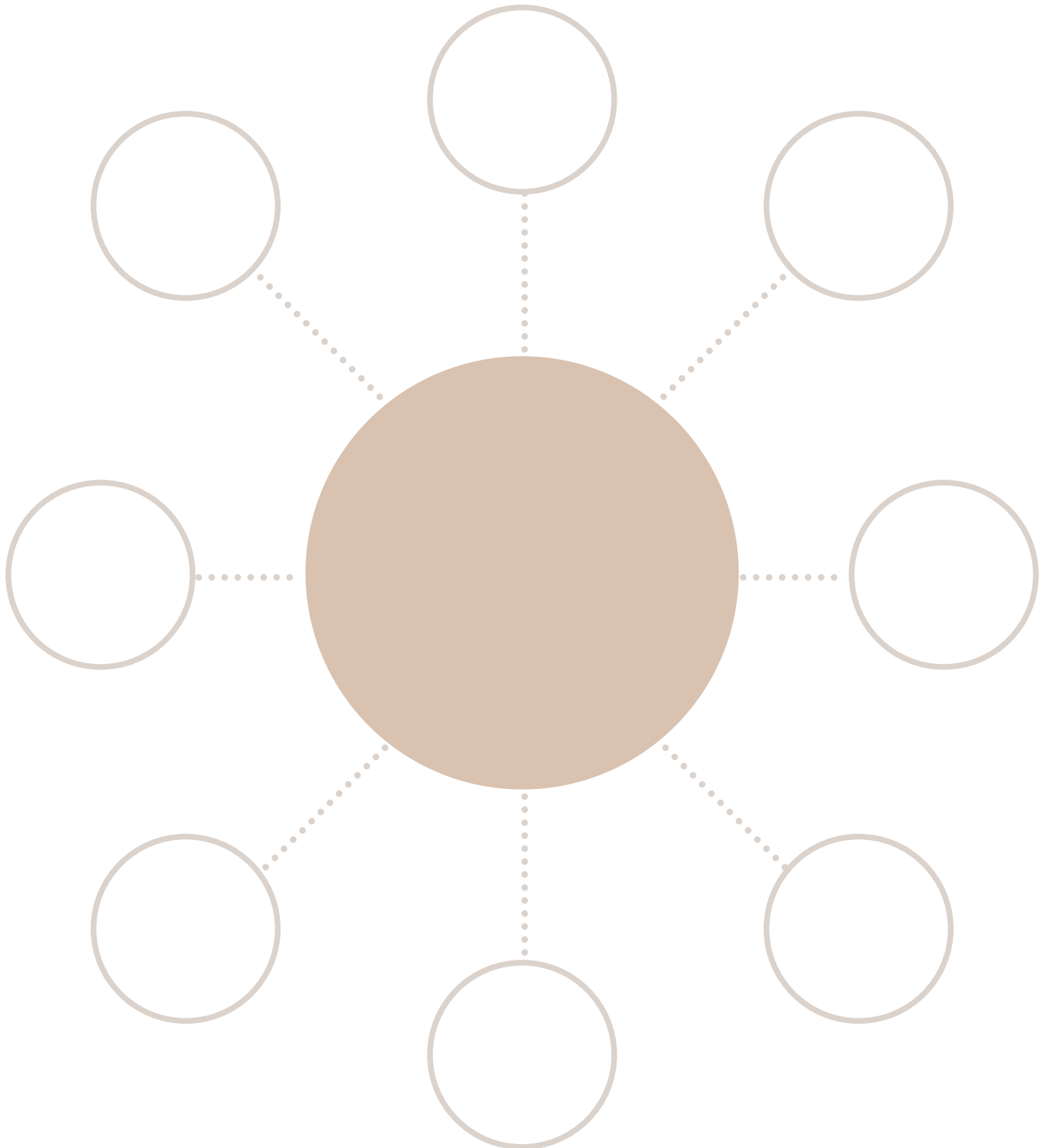


Your Digital Spaces

WORKSHEET 2: SPACE MAPPING

Digital Spaces:

- List all devices
- List digital storage locations (cloud services, hard drives)
- Rate urgency of digital decluttering (1-5)



Room By Room

WORKSHEET 3: ROOM-BY-ROOM CHECKLIST

This next worksheet, print one for each room and or closet in your house. This can be a suggestion of mental organization. Do what excites you, energizes you...

For each room, categorize items as:

- Keep (brings joy/regularly used)
- Donate (good condition but not needed)
- Sell (valuable but not needed)
- Trash (broken/expired)
- Unsure (review after initial declutter)

Create subcategories for each room:

- Living Room: Books, electronics, decorations
- Kitchen: Appliances, cookware, food items
- Bedroom: Clothes, shoes, accessories
- Office: Papers, supplies, equipment

TIP: GET BOXES AND BAGS AND LABEL THEM WITH THESE CATEGORIES INSTEAD OF PRINTING AND WRITING!

Room:

KEEP

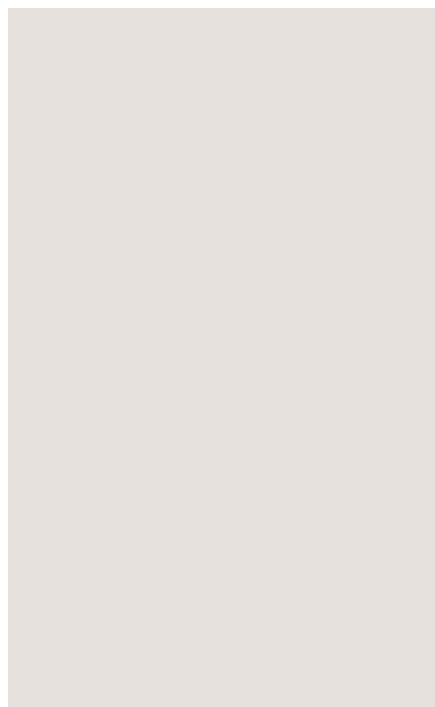
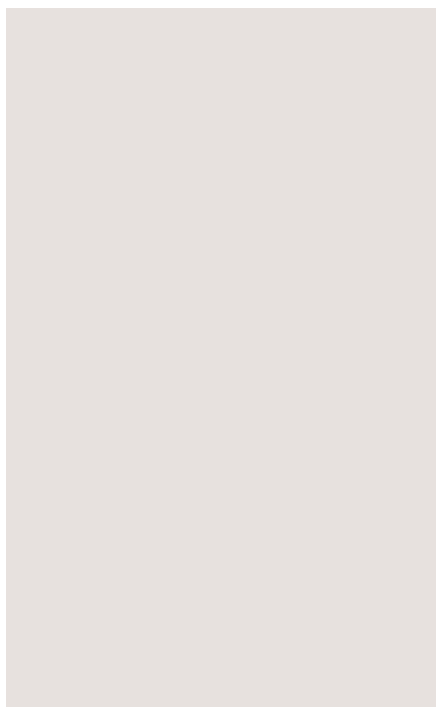
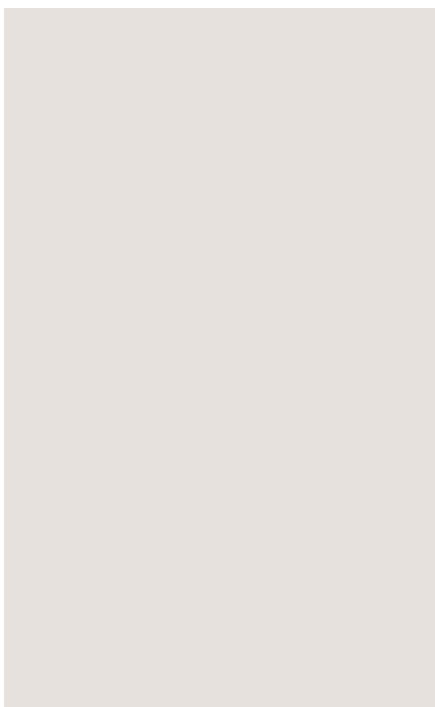
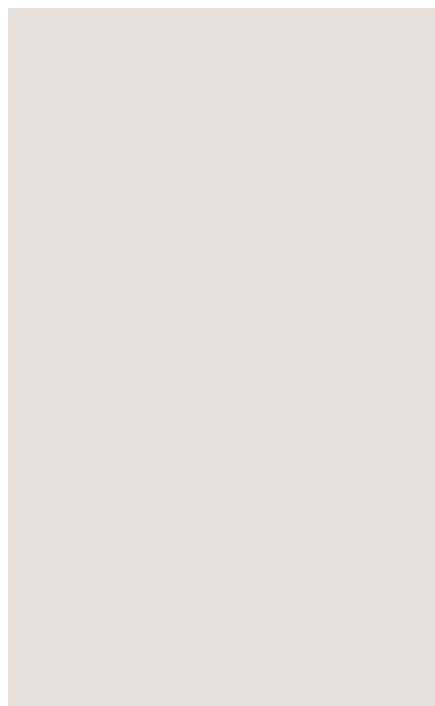
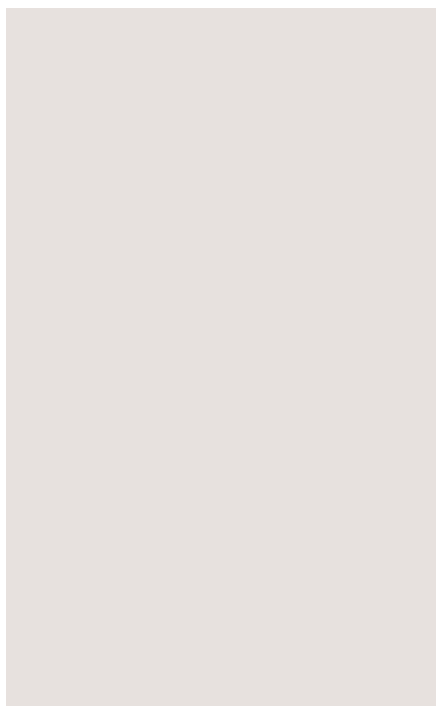
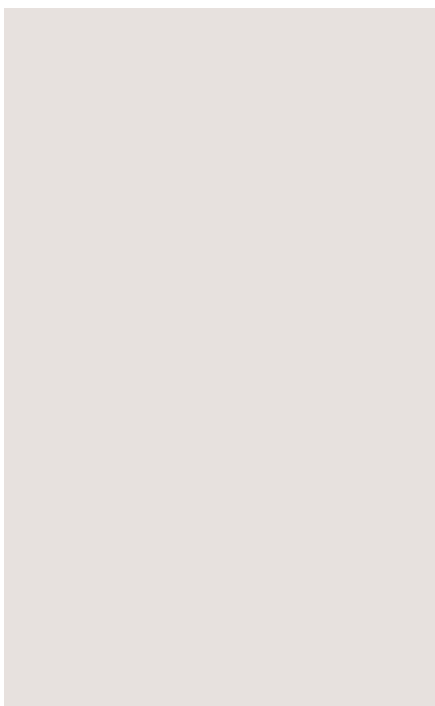
DONATE

SELL

TRASH

UNSURE

Room:



Digital Decluttering

WORKSHEET 4: DIGITAL AUDIT

Tackling your Digital spaces can be very time consuming. I recommend setting timers and giving yourself small goals to accomplish. Do a little every day, and it will get done!

Devices:

- List all apps
- Last used date
- Purpose/value
- Keep/Delete decision

Files & Documents:

- Create main folder categories
- List unnecessary file types
- Identify duplicate files
- Note archives needed

Bookmarks & Subscriptions:

- List all bookmarked sites
- Note last visit date
- List email subscriptions
- List streaming services

Digital Decluttering

| APPS | | Purpose | Keep/Delete ✓ X |
|-------------|--|----------------|---------------------------|
| | | | |

Digital Decluttering

| Bookmarks | Last used | Purpose | Keep/Delete ✓ X |
|------------------|------------------|----------------|---------------------------|
| | | | |

Digital Decluttering

| Email subscriptions | Last read | Keep/Unsubscribe ✓ ✗ |
|---------------------|-----------|-------------------------|
| | | |

Digital Decluttering

A very simple way to write down the folders on your computer.
Print this page multiple times if needed.

MAIN CATEGORY

FOLDER NAME



























Create a Prayer Space

WORKSHEET 6: PRAYER SPACE DESIGN

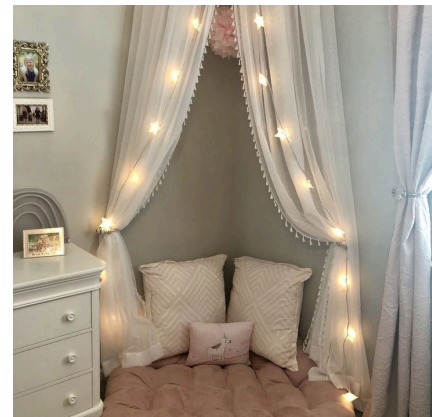
Creating a designated spot, corner, room, closet, for your prayer and Bible time can be very helpful to keep you focused during that time. Having alone time, quiet time to reflect, journal, pray, and sometimes just be quiet with your thoughts and God's voice is a much needed self care ritual.

Make note of these points to consider

- Ideal Location
- Essential elements
- Potential distractions
- Daily practices



Create a Prayer Space Ideas



Implement Time Management

WORKSHEET 7: TIME BLOCKING

A few things to block time for:

- Morning routine
- Weekly cleaning schedule
- Digital maintenance time
- Daily declutter habits
- -----
- -----
- -----

| TIME | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|-------|--------|---------|-----------|----------|--------|----------|--------|
| 08:00 | | | | | | | |
| 09:00 | | | | | | | |
| 10:00 | | | | | | | |
| 11:00 | | | | | | | |
| 12:00 | | | | | | | |
| 1:00 | | | | | | | |
| 2:00 | | | | | | | |
| 3:00 | | | | | | | |
| 4:00 | | | | | | | |
| 5:00 | | | | | | | |
| 6:00 | | | | | | | |
| 7:00 | | | | | | | |
| 8:00 | | | | | | | |

Address Emotional Attachments

WORKSHEET 8: EMOTIONAL INVENTORY

WORK THROUGH EMOTIONAL CONNECTIONS TO POSSESSIONS.

- List items with emotional attachment
- Source of attachment
- Current relevance
- Keep/Release decision
- Gratitude practice

Source

Who was it from?
When did you get it?
Is that person still
living? Was this
inherited?

Relevance

Does it work with
your daily flow? Can
it be used today? or
any day? How often
can it be used?

Keep/ Release

Do you need to keep
it? Do you need to let
it go? Can it be given
to someone who can
use it? Does another
family member want
it?

Gratitude

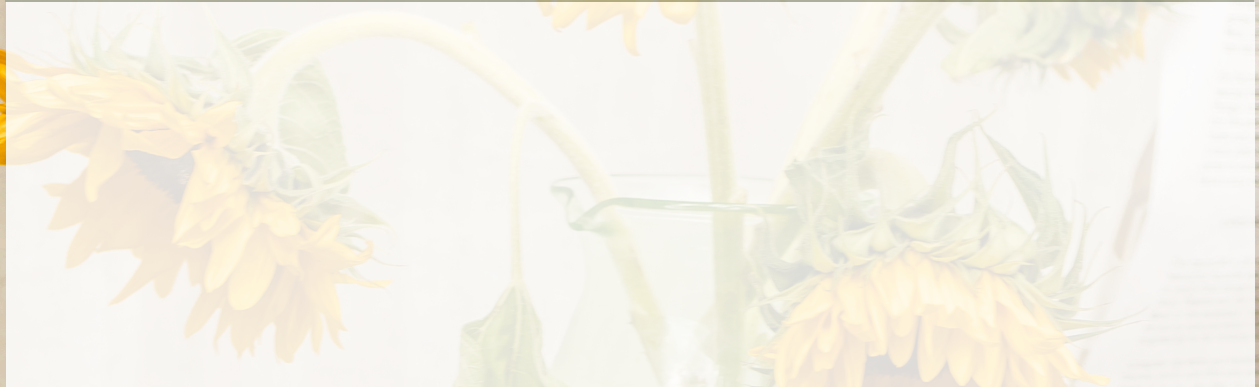
Thank God for the
person who gave it
to you and for the
time you had using
it. Bless the person
who will get it next.
OR
Be thankful for
having it now and
how else can it be
used today.



Item:



Item:



Item:



Establish Boundaries

WORKSHEET 9: BOUNDARY SETTING

CREATE RULES FOR MAINTAINING YOUR DECLUTTERED SPACE.

Think about these next subjects, and write down guidelines, aka boundaries or rules to help you stay decluttered and less distracted!

- New item acquisition rules
- Digital download limits
- File storage guidelines
- Social media limits
- Email management rules

New Item Rules

Digital Download Rules

Establish Boundaries

File Storage Guidelines

Social Media Limits

Email Management Rules

Regular Review and Reset

WORKSHEET 10: MAINTENANCE PLANNING

Schedule maintenance and evaluation periods. To stay on top of life, it's important to take a few hours each week or month and assess any problem areas, what is working and what needs fine tuning.

Weekly Review

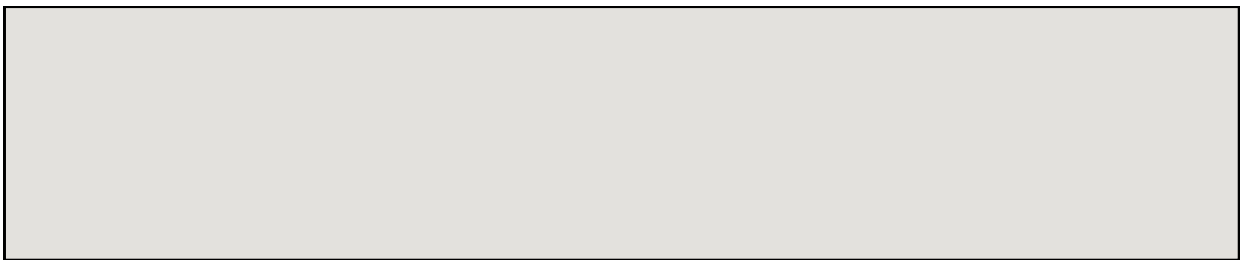
01

Quick tidying tasks



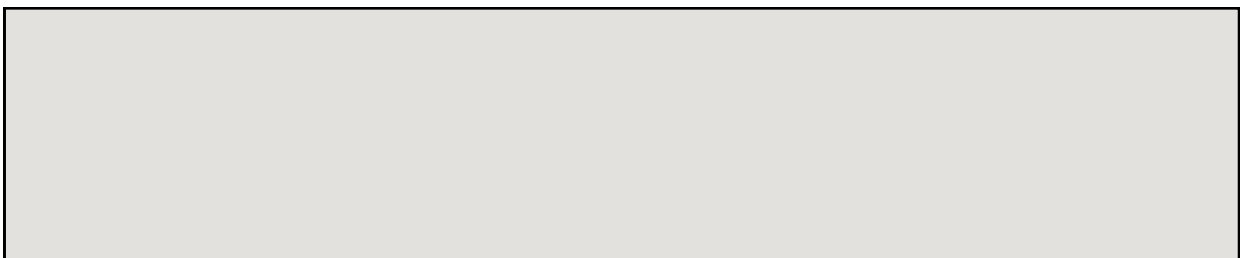
02

Digital cleanup tasks



03

Space reset needs



Regular Review and Reset

WORKSHEET 10: MAINTENANCE PLANNING

Monthly Review

01

Deep Cleaning Schedule

02

Digital Organization Check

03

The Workflow Evaluation

04

Adjustments Needed

Progress Tracking

KEEP TRACK OF YOUR DECLUTTERING JOURNEY:

- Before/after photos
- Time spent decluttering
- Items removed
- Space gained
- Mental clarity improvements
- Spiritual growth notes

TIPS FOR SUCCESS:

- Start small to avoid overwhelm
- Set realistic timeframes
- Focus on progress, not perfection
- Create daily habits
- Practice gratitude
- Maintain spiritual connection
- Celebrate achievements

ADDITIONAL RESOURCES:

Create a personal reference library:

- Cleaning schedules
- Storage solutions
- Digital organization tools
- Spiritual resources
- Maintenance checklists

**REMEMBER: THE GOAL IS NOT PERFECTION BUT CREATING SPACE
FOR PEACE, GROWTH, AND GOD'S PRESENCE IN YOUR LIFE.**

YOUR
ONLY
LIMIT
IS
YOUR
MIND.



Thank you!

For being a valued subscriber of my Random Thoughts Blog.

I am always thinking, praying, collecting, maximizing, creating, and adding more to the blog content.

Stay tuned for more!

Stay in touch!

Spring Davison

Philippians 4:8 -

"Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things."

www.springrosedavison.com/myrandomthoughts