



LESS IS PROGRESS

30 Days of Less





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Welcome to 30 days of less. Decluttering and letting go is not as easy as everyone makes out. The overwhelm of things can become a huge blocker preventing us from ever starting to remove the stuff and move forward. Trust me, i've been there.

Over time, the 'stuff' we have accumulated may not add as much value as it once did but we insist on holding onto it. This workbook provides some direction and ideas to support you in your own minimalist journey. It will help you avoid drifting and get you moving in the right direction, bringing more calm and intention to your environment. Understanding what still adds value is not only good for you, its good for your community also.

The below key indicates 5 clutter areas of focus covering your home, your digital space, your work, your commitments and your mind. Areas which may provide financial impact to you, community or the wider society are indicated with a £



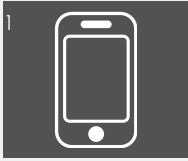
Before getting started with day 1, understand the reason why you'd like to remove the excess from around you. Why would you like to shift your mindset to a more simpler approach? Having your own personal 'why' reduces the risk of new behaviours and routines snapping backwards into old habits. Without a 'why' the space created by letting go may get filled with new clutter, potentially bringing us right back to where we started.

The aim here is not to simply throw away everything you've ever owned or swiftly change all your habits, it's an entry point into a lifestyle that you can curate yourself, with time and intention. You may understand where your emotional attachment lays, where you struggle to let go and introduce new powerful questions like, do I still need this thing? Does it still add value to me? Does it serve a purpose? These new habits and questions will serve you well moving forward in your behaviours, career choices, thoughts and relationships.

Ditch the stuff, unlock your potential.

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1-7



Remove / Unfollow one account or 'friend' that doesn't add value or brings negativity to your timeline. Social media connections can build up over time and some of it can be toxic. Take control and make it a more positive environment.



Shred or recycle old personal paperwork. Scan any documents that you feel are important and discard the rest. Challenge and research your own truths, do you still need to keep bank statements, tax returns or insurance documents any longer?



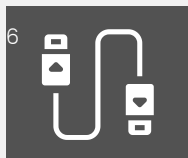
If we have a car, it can be an extension of our crap. Empty cups, pens, old tickets and coins can find their way into many areas. Take them out and leave only things you need in your car.



Creams, scrubs, bath salts, hair products, shampoo the bathroom may include some items that have never been used. Inspect that cabinet for anything you can discard. Unused items can be donated to charity or given as gifts.



Ditch the clothes you never or rarely wear. Did you know we only use around 30% of our wardrobe? We have favourites and we tend to stick to those favourites, often leaving things unworn and sometimes still with the tags on.



Spare cables for this and that. Discard unwanted wires. These spare wires get everywhere. It's likely we have kept cables and wires for electrical items we no longer own.



Does your to-do list never get finished? Re-prioritise your tasks, the most important ones at the top and take at least one off that may not add value. To-do lists can be good to reduce procrastination, however constant adding to them may not help.

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8-14



8



Holding on to old birthdays, christmas, leaving and valentines cards? You decide how invested you are in old cards. If they mean a lot to you keep them safe. If you just held on to them and then forgot they were there, maybe it's time to discard?



9



Get rid of any spare parts of tool bits that are unlikely to ever be used. It's comforting to have spare parts but when does comfort go over the edge when you have seven allen keys of the same size? The more 'bits' you have the longer it takes to find things.



10



Say no to the next job until you have finished the current one. Stop multi-tasking and do one thing at a time. Multi-tasking is not a skill, it's a risk. the more things you are dealing with at the same time, the more chance of failure or having to do something again.



11



Do you have excessive cutlery, pots and pans, glasses, mugs, utensils, gadgets? Sandwich makers, blenders, slow cookers etc gets purchased with good intention but then left at the back of the cupboard with the less favourable spices and unopened tins.



12



Turn off distracting notifications such as message arrival settings pings and noises. It takes 10-20 mins to regain focus after being distracted by the ping of an email or a message on skype / slack. Almost everything can wait and almost everything should.



13



No comparing yourself with others. Comparison is the thief of joy. Comparison-itis is a thing and can impact your performance. Try comparing yourself today vs this time one month/one year ago. What are you doing today to be better than yesterday?



14



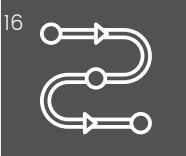
Delete or offload an app from your phone or tablet that you have not used for a while. Removing apps can save space on your device and time when searching for the ones you do use. Its also a good habit to get into.

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15 - 21



DVDs everywhere. Reduce the collection. It's not uncommon for us to store DVDs that we've never seen and have no intention of watching. Utilise streaming services and donate or sell to make space in your home.



Do you do tasks at work but don't see the value? Ask the question and challenge any processes that are out of date or long winded. Is there a better, quicker way? Questioning and positive challenge is good for you and it's good for business.



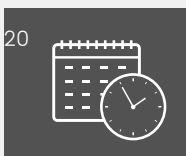
Delete old text messages and whatsapp groups that are no longer relevant. It's super easy to forget about old messages, they just build up over time. Who knows, maybe one will spark you into reconnecting with an old friend



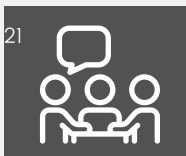
What footwear have you not worn in years that's taking up room in your closet? We generally have a few pairs of shoes / trainers that are preferred and used 80% of the time.



Weights, gym gear and machines. Are they being used? There was good intention with your purchase but now the weights are under the bed and the treadmill is used to hang wet clothes on.



Remove one chore / task / meeting / commitment and replace it with some self care. Stop and take a walk, have a nap, go for a drive, spend time in nature. Do something for you so you can be on your best form for the next interaction that comes along



Reduce the length of your meetings by 25%. Do you spend most of your day in meetings? If the meeting is an hour, we will take an hour. Get stuff done quicker and get some time back to actually do the work. Do you even need the meeting in the first place?

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22



Ditching towels and bedding while you're at it. Do multiple drawers open at the same time because you have too many towels in there? Has your living situation now changed and now there's only a requirement for 4 sets instead of 8?



23



Old tech, gadgets no longer used? We used to keep old tech like cameras, ipods and laptops because we didn't really know how to safely discard them. Now there are plenty of places you can sell broken and outdated gadgets so they can be rebuilt and resold



24



Delete any old phone numbers or contacts. Duplicate numbers, old work colleagues, the painter that did that work one time, its easy to just forget about what numbers we have in our phones
Are you ever going to ring that person again?



25



Old instruction manuals for items you no longer own. The installation booklet to the router you had seven years ago, the manual to the ikea sofa you donated a while back. Recycle them or ask if anyone else needs them



26



CDs/Vinyls/Tapes do they still hold a place in your heart or just a place in the loft? Has the way you consume music changed? There may be treasure in your old music collection that you never listen to anymore.



27



Unsubscribe from emails. When making purchases online, you usually end up subscribing to that company or brands mailing list. Over time our hobbies and interests change but we are still bombarded by deals, newsletters and the latest products.



28



Jewellery, belts, cufflinks, wristbands stuffed into a drawer? An accumulation of accessories live in boxes, never to see the light of day. Maybe they've been passed down, maybe a gift, maybe an impulse purchase.

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29 - 30



29



Physical photos. Old photos are great, but you know what's even better, old photos that mean something. Often, old photos are in torn and tired boxes covered in dust, at risk of deterioration. Is it time to scan the ones you love and ditch the rest?



30



One more opportunity to offload clothes that you no longer wear.



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Make this journey bespoke to you. You create the rules. You design your life. You Make room for the things that matter most. Follow [@christolovett](#) or like Less is Progress on social media for more minimalist encouragement, slow travel stories and thought provoking coaching inspiration.

