Declutter Your Space and Mind Challenge

Earn 10 Be Well UC Points!
We’re always looking for clarity and peace. By taking the time to minimize distractions, we are more likely to be productive and calm. Paying attention to your surroundings and participating in consistent introspection can allow you to be more in tune with what you need to do. Whether it takes 1 minute a day, or 10 minutes a day, decluttering can add value to your life by showing you what you’re truly prioritizing or paying attention to.

“Declutter” means…
(verb) – to remove unnecessary items from (an untidy or overcrowded place)

Less Stress – Studies have shown that when people walk into cluttered environments, the mess may cause considerable increases in cortisol, or the stress hormone. You may or may not even realize the clutter is affecting your stress levels.

Less Exhausting – A cluttered environment signals to your brain that your work is never done. Your mind (often unconsciously) makes to-do lists regarding the clutter it sees which impedes your actual to-do list.

More efficiency – Knowing where everything is, and being more aware of all aspects of your thoughts, will allow you to move more smoothly through your day. In turn, decluttering might save you more time.

How It Works

• For 5 days, choose 1 task and 1 reflection question that goes along with it.
• After completing the task and thinking about the questions, mark them off on the table!
  ○ Keep track of your daily progress with checkmarks below.
• Once you have completed all 5 days, turn in these sheets to wellness@uc.edu or ML0039 to earn your 10 Be Well UC points!

Progress Chart:

<table>
<thead>
<tr>
<th>Day 1:</th>
<th>Day 2:</th>
<th>Day 3:</th>
<th>Day 4:</th>
<th>Day 5:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Task</td>
<td>☐ Task</td>
<td>☐ Task</td>
<td>☐ Task</td>
<td>☐ Task</td>
</tr>
<tr>
<td>☐ Reflection</td>
<td>☐ Reflection</td>
<td>☐ Reflection</td>
<td>☐ Reflection</td>
<td>☐ Reflection</td>
</tr>
</tbody>
</table>
**Tasks**

<table>
<thead>
<tr>
<th>Dust your space and wipe down surfaces</th>
<th>Organize everything in one drawer</th>
<th>Jot down your current thoughts about clutter</th>
<th>Move the things you use most often closer to you</th>
<th>Let something go that’s been weighing heavy on you</th>
</tr>
</thead>
<tbody>
<tr>
<td>Give something away to a friend that is more useful to you</td>
<td>Jot down your feelings about your workspace</td>
<td>Shred papers you’ve been hoarding</td>
<td>Update paperwork you’ve been putting off</td>
<td>Count the number of decorations you have</td>
</tr>
<tr>
<td>Clean the space underneath your desk</td>
<td>Recycle old or irrelevant papers</td>
<td>Identify your most important task and do it</td>
<td>Jot down your feelings about cleaning</td>
<td>Organize one whole side of your desk</td>
</tr>
<tr>
<td>Have another declutter idea? Add your own!</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reflection Questions**

1. What is in your office space?
   a. Is it adding value to your daily life? Is it helping you function and do your job well? Or, is it distracting?
   b. Are there any papers you can recycle... or digitalize? Are there papers or pamphlets you are keeping because it has a small piece of information you can keep in a different way? Perhaps jotting it down on a post-it note, or adding it to your journal?
   c. Is your space clean? Just as you want a clean home, you should value a clean office space! Utilize storage and organization tools. Take that five minutes before you start on Monday morning to dust your space and wipe the surfaces. Allow yourself to breathe in clean air.

2. What are you worried about?
   a. There’s a lot to be worried about... but how does that affect you? How have you allowed yourself to feel emotions? Who do you talk to when you need support?
   b. Is your mind cluttered? Can you organize your thoughts? Perhaps, focusing on one thing at a time. Realizing that you’re only human. That sometimes, it’s okay to simply be.
   c. Are the things you’re worried about in your control? Is there anything you can change? Change can be hard, but sometimes it’s needed. Many times you can’t change what’s happened...but rather, how you react to it. You might not be able to change a situation, but what about challenging your perspective?