Day 2 Worksheet: Declutter Your Physical & Mental Space

4-Day Anti-Goal Setting Challenge The Unscripted Women

Instructions

Today you're creating space in TWO ways: physically AND mentally.

Part 1: 15-Minute Physical Declutter (25 minutes total)
Part 2: Brain Dump + Close 3 Open Loops (70 minutes total)

Total Time Required: 90-100 minutes

Your Win: ONE completely clear physical space AND three mental open loops closed. That's visible AND invisible transformation!

PART 1: PHYSICAL DECLUTTER

Choose Your Space

What ONE small physical space will I declutter today?
_____

Why did I choose this space?
_____
_____

What impact will clearing this space have on my daily life?
_____
_____

Before I Start

Preparation Checklist:

☐ Timer set for: _____ minutes (15 minutes recommended)

☐ Trash bag ready - ☐ Donation box ready

☐ Music or podcast queued up (optional)

☐ Before photo taken (optional but satisfying!)

My intention for this declutter:
_____

During the Declutter - Four-Category Sort

As you declutter, tally items in each category:

Category	Number of Items	Notes
KEEP (I use this regularly, it serves a purpose, I love it)	____	
TOSS (Broken, expired, trash)	____	
DONATE (Good condition, but I don't use/need it)	____	
RELOCATE (Belongs somewhere else)	____	

Total items processed: ____ items

After I Finish

Completion Checklist: - ☐ Trash taken out - ☐ Donations in car or pickup scheduled - ☐ Items relocated to proper homes - ☐ After photo taken

Time it actually took: ____ minutes

Physical Declutter Reflection

Items I had a hard time letting go of and why:
_____
_____
_____

Patterns I noticed in my clutter:
☐ "I might need this someday" (fear/scarcity)
☐ "This was expensive" (guilt/sunk cost)
☐ "This was a gift" (obligation)
☐ "I'll use this when I'm [different]" (living in the future)
☐ "I'm keeping this for someone else"
☐ "This represents who I used to be"
☐ Other: _____

How this space feels NOW compared to BEFORE:

Before: _____

After: _____

How I feel after completing this:
☐ Lighter ☐ Energized ☐ Calm ☐ Accomplished ☐ Relieved ☐ Proud ☐ Surprised ☐ Motivated
☐ Other: _____

What I learned about myself through this process:
_____
_____

PART 2: MENTAL DECLUTTER

The Brain Dump

Set a timer for **15 minutes**. Write down EVERYTHING in your mind. No filtering, no organizing—just emptying.

Unfinished Tasks:
_____
_____
_____
_____
_____
_____

Decisions I'm Avoiding:
_____
_____
_____
_____

Worries & Anxiety Loops:
_____
_____
_____
_____

Things I'm Trying to Remember:
_____
_____
_____
_____

Limiting Beliefs on Repeat:

_____
_____
_____

Conversations I Need to Have:

_____
_____
_____

Things I Said I'd Do:

_____
_____
_____

Ideas & Creative Thoughts:

_____
_____
_____

Other Mental Clutter:

_____
_____
_____
_____

Categorize Your Mental Clutter

Go through your brain dump above and mark each item with one of these symbols:

- ✅ **NEEDS ACTION** (Things you can actually do something about)
- 🗑️ **RELEASE** (Things you can't control or need to let go)
- 🔄 **REFRAME** (Stories or thoughts that need a new perspective)
- ⏰ **SCHEDULE** (Important but not urgent—needs a specific time)

Count your categories: - Needs Action: _____ items - Release: _____ items - Reframe: _____ items - Schedule: _____ items

What do you notice about the distribution?

_____
_____

Identify Your Open Loops

From your "Needs Action" list, identify all **open loops** (tasks, decisions, or commitments you've started but haven't completed):

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Total open loops I'm carrying: _____

How does it feel to see this number?

_____

_____

Close 3 Open Loops TODAY

Choose THREE open loops you can complete in 5-15 minutes each (45 minutes total). Pick ones that have been weighing on you!

_____

Open Loop #1: _____

Why I've been avoiding this:

_____

Estimated time: _____ minutes

What "complete" looks like for this:

_____

Completed at: _____ (time) ☐ DONE

What happened when I completed this:

_____
_____

_____

Open Loop #2: _____

Why I've been avoiding this:
_____

Estimated time: _____ minutes

What "complete" looks like for this:
_____

Completed at: _____ (time) ☐ **DONE**

What happened when I completed this:
_____
_____

Open Loop #3: _____

Why I've been avoiding this:
_____

Estimated time: _____ minutes

What "complete" looks like for this:
_____

Completed at: _____ (time) ☐ **DONE**

What happened when I completed this:
_____
_____

Mental Declutter Reflection

How I feel BEFORE closing these loops:
☐ Anxious ☐ Overwhelmed ☐ Guilty ☐ Stressed ☐ Scattered ☐ Avoidant
☐ Other: _____

How I feel AFTER closing these loops:
☐ Lighter ☐ Relieved ☐ Accomplished ☐ Energized ☐ Clear ☐ Proud ☐ Capable
☐ Other: _____

Why was I carrying these in my head instead of just doing them?
_____
_____
_____

What patterns do I notice in my open loops?
☐ I avoid uncomfortable conversations
☐ I overthink simple tasks

☐ I wait for the "perfect" time
☐ I underestimate how quick things are
☐ I let fear stop me
☐ I prioritize others' needs over completing my own tasks
☐ Other: _____

What surprised me about this process?

_____

_____

BRINGING IT ALL TOGETHER

The Connection Between Physical & Mental Space

The connection I notice between my physical clutter and mental clutter:

_____

_____

_____

How creating physical space affected my mental state:

_____

_____

_____

How closing mental loops made me feel about my physical space:

_____

_____

_____

My biggest win from today:

_____

_____

_____

What I want to remember about creating space:

_____

_____

How I'll maintain this momentum:

_____

_____

SHARE YOUR WIN!

Post in the community with your before/after photos:

"I cleared **[physical space]** and closed 3 open loops: **[list them]**. I feel so much lighter!"

Invite a girlfriend! Know someone who needs more space in her life? Share this challenge with her!

Tomorrow (Day 3): We're tackling the "shoulds"—those obligations and expectations that aren't actually yours. Get ready to release what you've been carrying that doesn't belong to you!

The Unscripted Women
Making space for what actually matters