

The background is a solid light purple color. It is decorated with numerous small, multi-colored stars (pink, teal, and yellow) scattered across the surface. There are also larger, stylized starburst patterns in shades of purple and blue. Wavy, metallic-looking lines in a light purple/grey color curve across the top and bottom of the page.

# Declutter **YOUR LIFE** Guide

Prioritise, Set Boundaries  
& Make Space for What Matters

Swift Digital Stationery

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# Welcome

## Welcome to Your Declutter Your Life Guide

Ever feel like your schedule, digital spaces, and commitments are running you instead of the other way around?

You're not alone.

Life gets busy, distractions pile up, and before we know it, our time and energy feel scattered.

I created this guide to be your helping hand—a gentle step-by-step companion to make decluttering your time and space simple and stress-free, allowing you to prioritise what truly matters.

The best part? You don't have to figure it out alone or wonder what to do next. Each page will walk you through the process, one small step at a time, so you can focus on what truly matters and feel more in control, without the overwhelm.

Let's take this journey together. I'll be here to guide you, encourage you, and cheer you on as you use these printables to create a calmer, more intentional life.

Happy Decluttering,

*Cherie*

*Everything you need for a well-organised life*  
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# How To Guide

Welcome to your decluttering journey! I've designed this guide to be as easy and supportive as possible. Just think of me as your friendly guide, walking beside you and pointing out the next step so you never have to wonder what to do next.

## Step 1: Start with Your Priorities

Begin by filling out the Priority Worksheet. Take a few quiet moments to think about what truly matters to you this week. Write down your top priorities: these are the things you want to protect space and time for.

## Step 2: Practice Setting Boundaries

Flip to the Boundary-Setting Scripts. Read through them and choose one or two that feel comfortable. The next time you feel stretched or overwhelmed, try using a script. Remember, saying no is a kindness to yourself.

## Step 3: Tackle Digital Clutter

Use the Digital Declutter Checklist to guide a quick tidy-up of your digital life. Set a timer for 10 minutes and pick one task: maybe clearing your inbox or organising your desktop. Little by little, you'll notice a big difference.

## Step 4: Keep It Going with Maintenance Tips

Check out the Maintenance Tips for simple ways to keep clutter at bay. You don't have to do everything at once, just choose what feels helpful and add it to your routine.

## Step 5: Stay Inspired

Whenever you need a boost, read over the Motivational Quotes. You can even write your favourite on a sticky note and keep it somewhere you'll see it often.

### Remember:

This guide is here to support you, not add pressure. Go at your own pace, celebrate every small win, and know that I'm cheering you on every step of the way.

# PRIORITY WORKSHEET

Identify your top priorities for the week.

What matters most to you this week?

Write your top 3–5 priorities below. Use the extra space for tasks, notes, or reminders.

Priority	Tasks/Notes

What can I remove from my schedule?

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What's one thing I'll say no to this week?

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# BOUNDARY-SETTING SCRIPTS

**Practice saying no with confidence.**

Here are some examples of scripts for you to try when you need them:

## **For Work or Business Requests**

- “I appreciate you thinking of me for this, but I don’t have the capacity to take on anything new right now.”
- “I’d love to help, but I need to focus on my current priorities. Let’s revisit this at a later time.”
- “I’m committed to keeping my workload manageable, so I need to decline this request.”

## **For Social Invitations**

- “That sounds wonderful, but I need a quiet evening to recharge. Let’s plan something for another time!”
- “I won’t be able to make it this time, but I really appreciate the invite.”
- “I’m being intentional with my schedule right now, so I’m keeping my commitments light.”

## **For Family or Personal Obligations**

- “I understand this is important, but I need to prioritize my own well-being right now.”
- “I love you and want to support you, but I have to set boundaries around my time.”

“I don’t have the space to take this on, but I can suggest some other options that might help.”

## **For Digital Boundaries (Emails, Messages, Unwanted Commitments)**

- “I’m working on reducing digital distractions, so I won’t be able to respond immediately.”
- “I’m stepping away from certain notifications to create more focus in my day.”
- “I won’t be able to commit to this, but I appreciate you reaching out.”



# DIGITAL DECLUTTER CHECKLIST

## Step-by-step guide

### Phone & Tablet

- ☐ Delete apps you no longer use
- ☐ Turn off notifications for non-essential apps
- ☐ Organise apps into folders by type or frequency of use
- ☐ Delete duplicate or blurry photos
- ☐ Remove outdated or irrelevant contacts
- ☐ Delete old text messages and voicemails
- ☐ Clear your downloads folder
- ☐ Review and update your notes app—delete what you don't need
- ☐ Check storage and remove large, unused files
- ☐ Back up important photos to the cloud or an external drive
- ☐ Empty your phone's trash/recycle bin

### Computer & Laptop

- ☐ Clear your desktop—remove or file stray icons and documents
- ☐ Organise files into clearly labelled folders
- ☐ Delete outdated or unnecessary documents, downloads, and videos
- ☐ Uninstall software and browser extensions you don't use
- ☐ Remove unused shortcuts and bookmarks
- ☐ Run a virus scan and update your software
- ☐ Clean your keyboard and screen
- ☐ Backup important files to an external drive or cloud
- ☐ Empty your recycling bin/trash

### Email & Communication

- ☐ Archive or delete old emails
- ☐ Unsubscribe from newsletters and mailing lists you no longer read
- ☐ Create folders or labels for important emails
- ☐ Delete spam and promotional emails
- ☐ Set up filters or rules to keep your inbox organised

## Social Media & Online Accounts

- ☐ Unfollow or mute accounts that no longer interest or inspire you
- ☐ Review and update your social media profiles
- ☐ Leave online groups or communities you no longer engage with
- ☐ Clean up your Pinterest boards—delete or make unused boards secret
- ☐ Review and declutter your blog reading list or RSS feeds

## Cloud & Online Storage

- ☐ Organise files in Dropbox, Google Drive, or iCloud
- ☐ Delete outdated or duplicate files from cloud storage
- ☐ Back up important documents and photos
- ☐ Review and cancel unused subscriptions

## Browser & Internet

- ☐ Close unused browser tabs
- ☐ Uninstall unused browser extensions
- ☐ Delete outdated bookmarks and favourites
- ☐ Clear your browser cache and cookies

## Passwords & Security

- ☐ Update weak or duplicate passwords
- ☐ Delete old accounts you no longer use
- ☐ Set up or update your password manager

## Digital Maintenance

- ☐ Set a recurring reminder to do a digital declutter (monthly or quarterly)
- ☐ Take a digital break—log off social media or email for a set period
- ☐ Create a simple digital filing system for new files and emails

## Tips

Don't try to do it all at once! Tackle one section per day or week, and celebrate each small win. Your digital space will feel lighter and more manageable in no time.



# MAINTENANCE TIPS

## Simple ways to keep clutter-free.

Tiny tweaks that create lasting clarity—so you don't have to declutter from scratch every time!

- 📅 **Review your calendar weekly**—Avoid overcommitting by regularly reassessing your schedule.
- 📅 **Schedule regular digital declutter sessions**—Set a monthly reminder for an inbox clean-up or file organisation.
- 📁 **Use folders and labels to stay organised**—Create clear categories for emails, files, and documents.
- ⌚ **Set a “declutter alarm” once a week**—A quick reminder to tidy up your schedule, workspace, or inbox.
- ✅ **Follow the 2-minute rule**—If something takes less than two minutes to clean or sort, do it immediately.
- 🔄 **Review commitments every Sunday**—Ensure your upcoming week reflects your priorities, not unnecessary obligations.
- 📧 **Create an email “action folder”**—Move priority emails here instead of letting them sit in your inbox.
- 🚀 **Automate repetitive tasks**—Use filters, templates, and scheduled reminders to simplify workflows.
- 🔔 **Turn off unnecessary notifications**—Reduce digital distractions by disabling alerts that don't serve you.
- 🗑️ **Declutter as you go**—If you open a file, email, or app you don't need, delete or archive it immediately.
- 🎯 **Stick to the “one in, one out” rule**—For every new commitment, file, or app you add, remove an old one.
- ✨ **Track your decluttering wins**—Celebrate small progress, like unsubscribing from emails or freeing up space in your calendar.

# MOTIVATIONAL QUOTES

## Encouragement for your decluttering journey

Keep these reminders visible as you declutter, use a sticky note or even a jar:

- “Setting boundaries is an act of self-love.”
- “Decluttering your time creates space for what matters.”
- “Small steps lead to big changes.”
- “Let go of what no longer serves you—make room for what lights you up.”
- “Progress, not perfection, is what moves us forward.”
- “A little progress each day adds up to big results.”
- “You don’t have to do it all at once—one drawer, one email, one moment at a time.”
- “Saying no to others is saying yes to yourself.”
- “Your time and energy are precious—spend them on what matters most.”
- “Clearing space isn’t losing; it’s making room to grow.”
- “Every item you let go of is a gift to your future self.”
- “When you clear the clutter, you clear your mind.”
- “You are allowed to rest—rest is productive, too.”
- “Your calendar is a reflection of your values—fill it with what fills you up.”
- “You are not behind. You are exactly where you need to be.”
- “Release the mess, welcome the magic.”
- “A tidy space is a kind space—for you, from you.”
- “The best time to start is now, with what you have.”
- “Celebrate every little win—each one is a step toward clarity.”
- “Decluttering is not about less; it’s about making room for more of what matters.”



# Thanks

## You Did It!

Taking time for yourself isn't always easy, but you did it, and that's worth celebrating!

By working through this guide, you've taken intentional steps toward simplifying your schedule, setting boundaries, and clearing space for what truly matters.

Every small action adds up, and the time and energy you've reclaimed will continue to support you in ways you may not even realise yet.

Remember: decluttering isn't just about removing things—it's about making room for more ease, clarity, and joy in your life.

I hope this guide has helped you feel more in control of your time, more confident in setting boundaries, and more at peace with your daily commitments.

Thank you for investing in yourself—you deserve it. Also, thank you for letting me be a part of your process.

I hope you'll revisit these pages whenever you need a gentle boost or a helping hand. You're never alone on this path as I'm cheering you on, every step of the way.

In your corner,

*Cherie*

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