

# *An Essential Clarity Life Coaching Guide*

## **Un-Cluttering from the Inside Out:**

**Tips & Techniques to deal with mental,  
emotional & physical clutter from a Life  
Coaching perspective**

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**Welcome to my un-clutter guide.**

Clutter can be found everywhere and we often become so used to it that we don't think twice about it.

My coaching clients are often surprised that when they step back and look at the clutter in their lives to realize how much energy clutter sucks away from them every day.

It is one of my joys of coaching to observe my clients when they "clear house" physically, mentally and emotionally. They gain clarity, brim with new ideas and move to a new level in their lives.

I hope you find the tips in this booklet useful and that it will motivate you to un-clutter your life.

Cheers, Freya

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## **Create Space for Miracles: Part 1: Clear Your Physical Clutter**

Do you feel stagnant and blocked? Are you hesitant to invite people into your cluttered home? Are you falling behind with work projects?

Clutter may be the culprit. Clutter robs you of energy and progress – and stops you from moving forward in life.

Make this the year to un-clutter your life. When you use the right techniques, it's easier than you think! With less clutter, you'll find things more quickly, feel less overwhelmed and have more energy.

First, start with the obvious: Physical clutter.

1. Start with the obvious. Decide what is really important to keep and eliminate what no longer serves you.
2. Start with a single drawer, desk or room. Complete the first space before moving on.
3. Make three piles each time: Keep it, temporary storage, and remove (trash, donate, recycle, sell).
4. Revisit the "temporary storage pile" after three months. If you haven't needed it by then, let it go!
5. For stuff you keep, designate a logical space for each object – and always put it back in its own space!
6. In your workspace, leave only your current project out, and make a special space (file, shelf, drawer, box) for all other projects.
7. Inspire ownership. Ask your children, partner, or co-workers to remove and deal with their own clutter.
8. Don't keep something because it belonged to your ancestor or was given to you by someone important. If it doesn't bring you joy it clutters your space.

Clearing physical clutter is actually easier than clearing mental clutter, but the two are closely linked. That's why professional support can be invaluable. Hire a Professional Organizer to help you organize your home. Work with a Life Coach to un-clutter your mind, organize your priorities and gain clarity in your life.

Start removing your clutter now to create space for more energy, love, fun and a wealth of opportunities in your life.

## **Create Space for Miracles: Part 2: Clear your mental clutter**

Is your brain muddled? Are you overwhelmed with things to do? Is your creativity at an all-time low?

There are three forms of clutter: physical, emotional and mental clutter and they are all inter-related. Clutter – whether it is junk on the desk or a distracted and unfocused mind – comes with the high cost of discomfort, inefficiency and low self-esteem.

Emotional and mental clutter are more difficult to identify but they have a big impact on your overall well-being. Emotional clutter lies heavily on your heart and makes it hard to get through the day. Mental clutter blocks your mental and spiritual energy, clogs your mind, distracts your mind and unfocuses your thoughts.

To remove clutter permanently from your life you need to address all three forms: physical, mental and emotional clutter. Below are some tips how the proven techniques of Life Coaching can help you get rid of mental clutter.

- **Identify the essential areas of your life** e.g. family, career, health, recreation, finances and assign priorities to the different demands in those areas. Then resolve to make progress on the most important ones every day.
- **Deal with immediate needs right away** – don't put them off. If something keeps nagging at you – deal with it now or schedule a specific time to do it.
- **"If only I had"s and "I should have"s are the worst culprits** for mental clutter.
- **Do the challenging tasks first thing in the day** – not last, when they are likely to stay unfinished. That makes you feel good and creates space for fun and creativity.
- **Break big overwhelming projects into many small phases** and celebrate each step of success to keep momentum.
- **Write down ideas and things you need to do** to free up mental space and gain clarity

- **Don't double-guess yourself.** Think and reflect first, then commit to your path.

Clearing physical clutter is actually easier than clearing mental clutter, but the two are closely linked. That's why professional support can be invaluable. Hire experts such as a Professional Organizer to help you organize your home and work place. Work with a Life Coach to un-clutter your mind, organize your priorities and gain clarity in your life.

When you clear your mental clutter you create abundant energy and space for achievement. And then when you get your physical surroundings in order, you are telling the universe I am ready to progress!

Many people find that the tools provided by Life Coaching help clear mental clutter, clarify priorities and make it easier to achieve goals. A Life Coach helps you to identify your challenges, make a practical strategic plan and follow through on achieving your goals.

Clear your clutter now -- and wonderful new possibilities will open to you!

### **Create Space for Miracles: Part 3: Clear your emotional clutter**

Unresolved emotional problems clutter your inner life. They keep you stuck in the past, confuse your mind and drain your energy. Life Coaching can help you to identify and release emotional clutter and set you on a path to achievement and success.

Emotional clutter has three origins:

1. Hanging on to old resentments, grudges or bad feelings
2. Dwelling on the "good old days" that are now long gone
3. Yearning for an idealized future

Life Coaching offers proven tools such as the EFT (Emotional Freedom Techniques™) that can help you clear your emotional clutter and be alert and awake in the present so you can create the future you really want. Here are some tips from the Life Coaching perspective on how to clear emotional clutter:

- **Identify your emotional clutter.**  
Ask yourself: "What thoughts and feelings I am burdened with today?"
- **Release the past – both the bad and the good.**  
Write out a declaration: "I hereby release these emotional hooks/ties/bonds/stresses" and then burn the paper to symbolize letting go of it.
- **Be present:** Feel your feelings fully at the time of any incident -- don't suppress them. Deal with the feeling right away: Cry, express your sadness or anxiety, talk with the person, hit a pillow, write a letter or make a journal entry.
- **If you can't express your feelings right away, process your feelings as soon as you can.** Don't "chew" on them – experience them ... and then release them.
- **Use** EFT ((Emotional Freedom Techniques™) to release emotions such as anger, fear, anxieties, feeling overwhelmed... You can read more about this technique on Freya's web sites: [www.MyWellnessbridge.com](http://www.MyWellnessbridge.com) and [www.EssentialClarity.com](http://www.EssentialClarity.com).
- **Set boundaries:** Determine who is really responsible for specific problems
- **Stay balanced.** Look for your best interest without being ego-selfish. Don't forget, if you are a happy, fulfilled person than you can be more generous with others and your family and friends will love to be around you.
- **Live more in the Now.** You cannot change the past and you cannot control the future. But you can influence the presence and change your life right now.
- **Ignore the consumer culture and commit to a life of quality and fulfillment.**

Fully experiencing your emotions is the first step to releasing them – and for some this can be a challenge. A Life Coach can support you in identifying the origins of energy-draining emotions and help you use effective methods to release them.

Life Coaching techniques can also help you acknowledge the event or person as a catalyst for change and growth, even if that growth was challenging.

Many people find that the tools provided by Life Coaching help clear emotional clutter, clarify priorities and make it easier to achieve goals. A Life Coach helps you to identify your challenges, make a practical strategic plan and follow through on achieving your goals.

Clearing your clutter requires attention – but the rewards of a freer, more peaceful and balanced life make your effort well worth it!

## **5 Steps to Overcome Procrastination**

Do you put off dealing with projects as long as possible?

Do you constantly play “catch-up”?

Are you frustrated by your procrastination habit?

The good news is that procrastination is not caused by laziness, so you don't need to feel guilty about it. But experts say procrastination is usually driven by unresolved emotional issues.

Here's how to overcome your procrastination habit:

1. Take back control. If the project and deadline has been forced on us by somebody else, we feel out of control. Solve it by communicating to the other person (your boss, for instance) that by doing this project, other projects will be delayed. Let your boss take responsibility and ask her to decide which project is more important.
2. Get an overview. If you're overwhelmed by a complex project and don't know where to start, step back to get an overview. Identify the tasks that need to be done. Break the big project into smaller steps.
3. Gain confidence by acknowledging your skills. Fear of failure is a big cause of procrastination if you believe you don't have the necessary skills or are not smart or organized enough. Look back ten or twenty years and realize how your skills have improved. You are creative and resourceful and can find ways to get the project done.
4. Ask for help. You don't have to go it alone. It's a sign of strength and wisdom to ask for assistance on a challenging project.
5. Welcome success. You might be afraid that responsibilities will increase when you finish the project – and so you put it off. Get clear on how much responsibility you really want – and communicate this clearly to others.

To deal with the emotions that cause you to procrastinate ask: What does this situation remind me of? What other times in my life did I feel like this? Find two or three specific events and use EFT (Emotional Freedom Techniques) or other methods to release the emotions around these past situations and bring peace to them.

Releasing these emotions creates greater freedom for you and you can use your energy to successfully finish the project.

Many situations in our life trigger unresolved emotions and drain our energy. To live a more peaceful easy life learn techniques like EFT that help you release unresolved emotions.

If you want to explore EFT, sign up for a free 15 minute evaluative phone consultation or read more on my website.

### **Special Un-Cluttering Guide Offers:**

#### **Offer #1: FREE 15 min Evaluative Phone Consultation**

Find out if Life Coaching is for you in a 15 min free Evaluative Phone Consultation. Discuss with Freya how Life Coaching can be personalized to help you get in touch with your strengths, achieve your goals, and enhance your personal performance. You can ask any questions you like about EFT (Emotional Freedom Techniques™), Freya's *Self Stabilizing Techniques* and the Life Coaching process and get a feel for how you and Freya can work together.

Call 866-699-6499 or email Freya to sign up for your free 15 minute evaluative phone consultation. Please tell your friends and family about this opportunity.

#### **Offer #2: Receive \$10 off the Silver Coaching Package**

All you have to do is mention **Promo Code: UG09** when you sign up for one of my Coaching Packages. More information about the Coaching Packages at [www.MyWellnessBridge.com](http://www.MyWellnessBridge.com) or [www.EssentialClarity.com](http://www.EssentialClarity.com)

**Resources**

Gibson, K. (2004) Unclutter Your Life: Transforming Your Physical, Mental, And Emotional Space. Atria Books/Beyond Words; ISBN: 978-1582701158

Morgenstern, J. (2004) Organizing from the Inside Out. Owl Books  
ISBN: 0-8050-7589-5

Smallin D. (2000) 7 Simple Steps to Unclutter Your Life. Storey Publishing;  
978-1580172370

Smallin D. (2006) One Minute Tips Unclutter Your Mind. Storey Publishing;  
ISBN: 1580176364

Tolle E. (1999) The Power of Now: A guide to spiritual enlightenment. New  
World Library; ISBN: 978-1577311522

Dwoskin H. (2003) The Sedona Method: Your key to lasting happiness,  
success and emotional well-being. Sedona Press, Sedona, AZ.  
ISBN 09719333413

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