

# 5 Simple Steps to Declutter Your Mind & Find Peace

— The Clarity Guide —



***This Journal Belongs to***

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# 2025

## CALENDAR

### Janvier

| Mo | Tu | We | Th | Fr | Sa | Su |
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### Fevrier

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### Mars

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### Avril

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### May

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### June

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### July

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### August

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### September

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### October

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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
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### November

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### December

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| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

Hey there, I'm Imane Ottou.

I'm so glad you're here. If your mind feels like it's running a marathon you never signed up for — filled with endless thoughts, worries, and to-do lists — I want you to know you're not alone. I've been there. I know how heavy it feels when your brain won't slow down, and peace feels out of reach.

But here's the good news: **it doesn't have to stay this way**. This guide is your first step toward mental clarity and inner calm. You deserve to feel lighter, more focused, and truly at peace — and I'm here to help you get there.

So grab a notebook, take a deep breath, and let's begin.

# *1. Do a Brain Dump*

When your mind is cluttered, it's because it's holding onto too much at once. A brain dump helps you **release the mental load** by getting everything out of your head and onto paper.

## **What to do:**

- Find a quiet space and set a timer for at least 30 minutes.
- Write down **everything** on your mind — tasks, worries, ideas, things you've been avoiding — without filtering or organizing. Just let it all flow.

## **Why it works:**

Seeing your thoughts on paper makes them **feel more manageable**. You'll quickly notice what actually needs your attention and what's just noise. And that alone brings a sense of relief.

# Brain Dump

*Date* \_\_\_\_\_

[illegible]

## 2. *Sort & Prioritize Your Thoughts*

Now that you've emptied your mind, it's time to **make sense of the mess**.

### **What to do:**

Go through your list and sort each item into one of these categories:

- ✓ **Urgent & Important:** Needs immediate action.
- ✓ **Important but Not Urgent:** Can be scheduled for later.
- ✓ **Non-Essential:** Things you can let go of without consequence.
- ✓ **Emotional Clutter:** Worries, regrets, or doubts — we'll address these next.

### **Why it works:**

This step **turns chaos into clarity**. When you know what matters most, it becomes easier to focus and take action without feeling overwhelmed.

# Brain Dump

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# ***Sorting & Prioritizing***

***Urgent - Do First***

***Important but Not Urgent***

***Important***

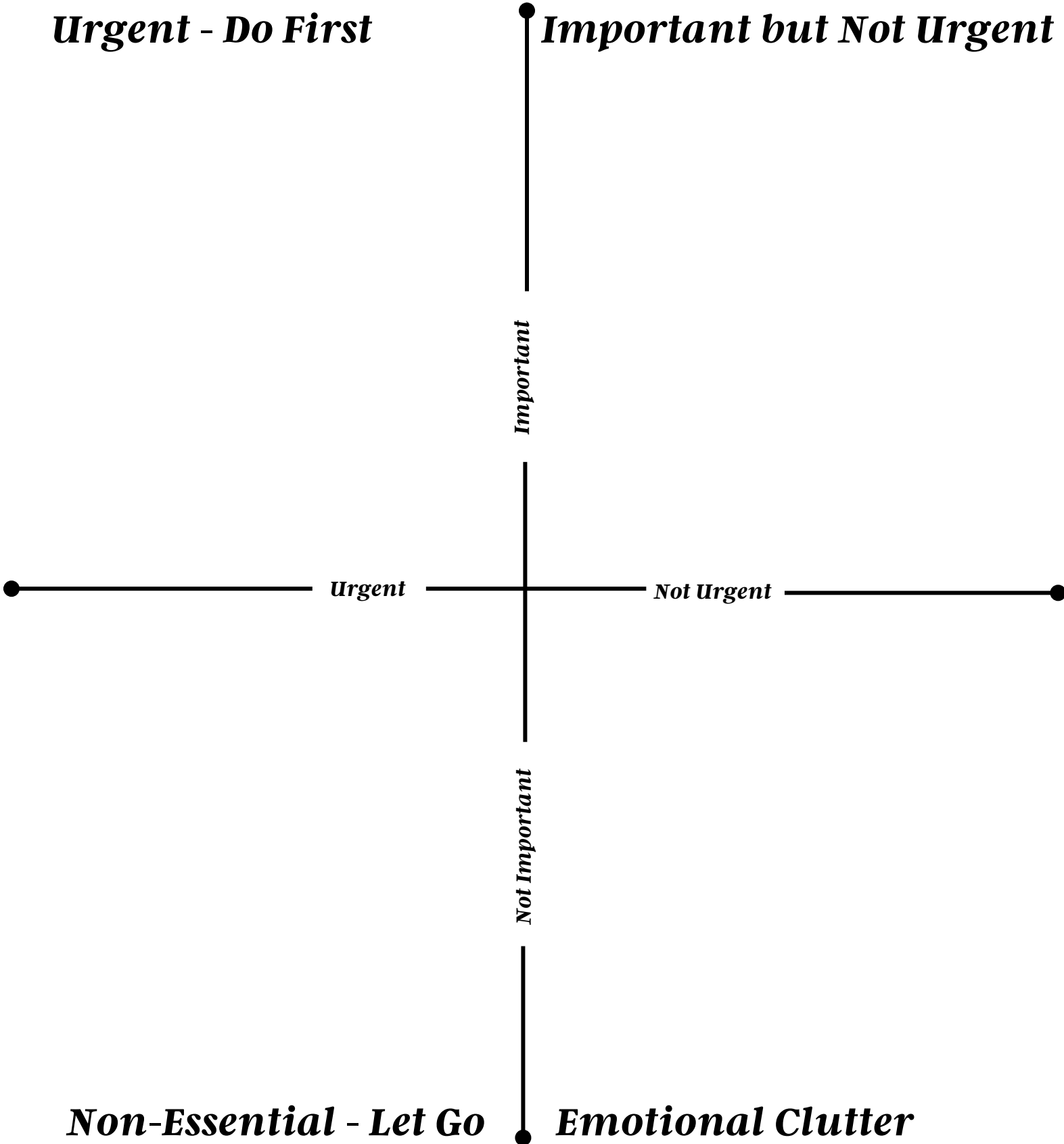
***Urgent***

***Not Urgent***

***Not Important***

***Non-Essential - Let Go***

***Emotional Clutter***



# Task List

| <i>Do First</i> |
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| <i>Schedule</i> |
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| <i>Do Later</i> |
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| <i>Let Go</i> |
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**Notes:**

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### 3. *Release Emotional Clutter*

Emotional clutter often weighs us down more than unfinished tasks. It's time to **acknowledge and release those feelings.**

#### **What to do:**

- Write down one thing you've been overthinking or worrying about.
- Ask yourself: **Is this something I can control?**
  - If yes, what's **one small step** you can take today?
  - If no, how can you start **letting it go?**

#### **Why it works:**

When we **name our emotions**, they lose some of their power. This practice helps you **feel more in control and less overwhelmed.**

# ***Releasing Emotional Clutter***

***What is stressing me out?***

***Is this something I can control?***

## 4. Create a Clarity Routine 🌿

Clarity isn't a one-time thing — it's something you **build and nurture daily**. Let's create a simple ritual to help maintain your mental space.

### Ideas for your routine:



**Morning:** Start your day by setting one clear intention.



**Evening:** Write down any lingering thoughts before bed to clear your mind.



**Midday Pause:** Take 5 deep breaths and ask yourself: **What do I need right now?**

### Why it works:

Small, consistent habits **prevent mental clutter from building up**. Over time, these moments of mindfulness will help you stay grounded and focused.

# *Clarity Routine*

**Morning**

**Date**

**Time**

**Intention of the Day**

**Evening**

**Date**

**Time**

**lingering thoughts**

## Daily To-Do List

## PRIORITIES

[illegible]

## Schedule

[illegible]

# Daily Brain Dump

| <i><b>To-Do List</b></i> |
|--------------------------|
| <i><b>1.</b></i>         |
| <i><b>2.</b></i>         |
| <i><b>3.</b></i>         |
| <i><b>4.</b></i>         |
| <i><b>5.</b></i>         |
| <i><b>6.</b></i>         |
| <i><b>7.</b></i>         |
| <i><b>8.</b></i>         |

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## 5. *Visualize Your Calm & Clear Self* ✨

Take a moment to imagine the version of you who feels **calm, clear, and in control**. What does your day look like? How do you move through life when your mind feels light and peaceful?

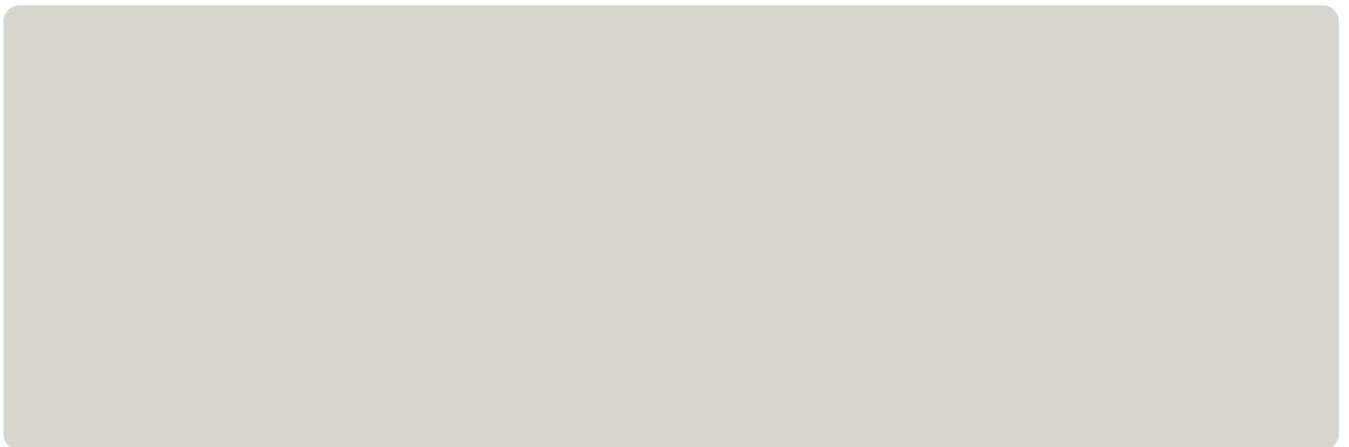
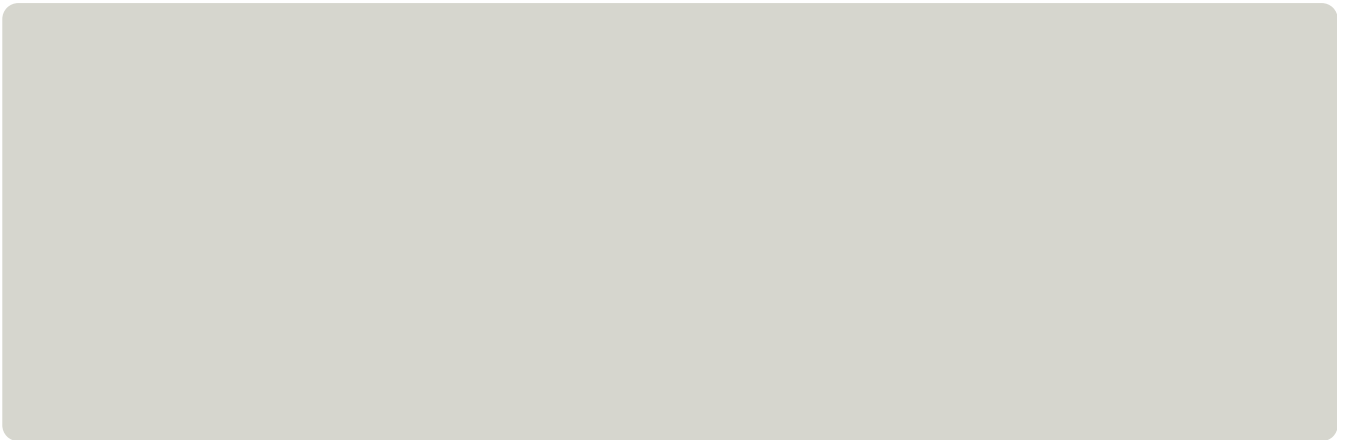
### **What to do:**

- Close your eyes and visualize your calm, focused self.
- Write down **3 words** that describe how you want to feel every day.
- Keep these words somewhere you can see them as a daily reminder.

### **Why it works:**

**Clarity starts with intention.** When you know how you want to feel, it becomes easier to make choices that align with your peace and well-being.





# ***Calm & Clear Self***



# *Letter of Forgiveness*

[illegible]

# Reframe My Thoughts

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|--|---|--|
| <div>NEGATIVE THOUGHTS</div> <div></div> |    | <div>POSITIVE THOUGHTS</div> <div></div> |
| <div>NEGATIVE THOUGHTS</div> <div></div> |    | <div>POSITIVE THOUGHTS</div> <div></div> |
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## ***Positive Self-Talk***

[illegible]

# *The Happy List*

**Write down activities that will make you feel happy**

[illegible]

# ***You Deserve This Peace***

Imagine waking up every day with a **calm, focused mind**. Imagine feeling in control of your thoughts instead of being controlled by them. Imagine being fully present in your life — without the constant noise and overwhelm.

This isn't just a dream. It's possible. And it starts with the steps you're taking today.

But if you're ready to go deeper — to get **the personalized support, encouragement, and accountability** you deserve — I'd love to walk this journey with you.

**Head over to my 1:1 Coaching page at [www.ImaneOttou.com](http://www.ImaneOttou.com) and join the 90-Day Clarity Program.** Together, we'll clear the mental clutter, build lasting habits, and help you create the calm and balance you've been craving.

**Your journey to clarity starts now!**

## Notes

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***Enjoy  
Your New Found  
Peace.*** 