

The *Excelerated* Simplicity™ Action Checklist



Create Your Life.

Steven M. Huskey
TheExceleratedLife.com

[This page intentionally left blank]

Excelerated Simplicity™ Action Checklist

How to Use This Checklist

You don't need to do everything.

Pick **one area**, choose **one or two actions**, and start there.

Simplicity compounds.

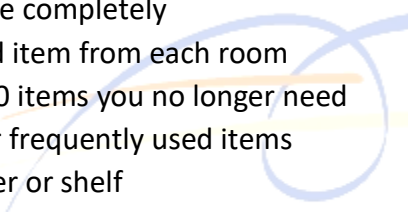
Simplicity isn't about having *less* for the sake of less.

It's about having **room: for clarity, energy, purpose, and joy.**

You don't need to do all of this. You just need to **start**.

1. Physical Environment (Your Spaces)

Reduce visual and physical overload.

- 
- ☐ Clear one flat surface completely
 - ☐ Remove one unused item from each room
 - ☐ Donate or discard 10 items you no longer need
 - ☐ Create a "home" for frequently used items
 - ☐ Declutter one drawer or shelf
 - ☐ Remove duplicates (keep the best, release the rest)
 - ☐ Clear your car of unnecessary items
 - ☐ Simplify your bedside area
 - ☐ Leave one area intentionally empty
 - ☐ Do a 10-minute daily tidy for one week
-

TheExceleratedLife.com

A life of flourishing, well-being, meaning, purpose, and service.

2. Time & Schedule

Protect your most valuable resource.

- ☐ Review last week's calendar for low-value activities
 - ☐ Cancel or decline one nonessential commitment
 - ☐ Block one hour for unstructured time
 - ☐ Reduce multitasking—do one thing at a time
 - ☐ Create a simple daily “Top 3” list
 - ☐ Schedule margin between appointments
 - ☐ Batch similar tasks together
 - ☐ Stop over-scheduling weekends
 - ☐ End one recurring commitment that no longer fits
 - ☐ Leave at least one evening unscheduled
-

3. Commitments & Obligations

Do less—but better.

- ☐ List all current commitments
 - ☐ Identify which ones align with your values
 - ☐ Identify which ones drain your energy
 - ☐ Renegotiate one obligation
 - ☐ Practice saying “Let me get back to you”
 - ☐ Say “no” once without over-explaining
 - ☐ Release one “should” obligation
 - ☐ Stop volunteering for things out of guilt
 - ☐ Choose quality over quantity in involvement
 - ☐ Keep one commitment sacred and protected
-

4. Digital Life

Reduce noise and distraction.

- ☐ Unsubscribe from 10 emails
 - ☐ Delete unused apps
 - ☐ Turn off nonessential notifications
 - ☐ Clean up your desktop or home screen
 - ☐ Create folders for digital files
 - ☐ Limit social media to one time block per day
 - ☐ Remove apps you check compulsively
 - ☐ Clear your photo roll of duplicates
 - ☐ Choose one “tech-free” time each day
 - ☐ Log out of one distracting platform
-

5. Mental Clutter

Clear space in your head.

- ☐ Do a daily brain dump
 - ☐ Write down unresolved worries
 - ☐ Identify recurring negative thought loops
 - ☐ Practice mindfulness for 5 minutes
 - ☐ Journal one page about what’s weighing on you
 - ☐ Replace rumination with action
 - ☐ Limit news intake
 - ☐ Practice T’ai Chi Chih or another centering practice
 - ☐ Let go of one mental “open loop”
 - ☐ Ask: “Does this really matter?”
-

6. Decision-Making

Simplify choices.

- ☐ Reduce daily decision points
 - ☐ Create routines for repeat decisions
 - ☐ Use a personal decision filter
 - ☐ Stop re-deciding settled decisions
 - ☐ Choose “good enough” when perfection isn’t needed
 - ☐ Decide once and move on
 - ☐ Delay decisions that aren’t urgent
 - ☐ Eliminate low-impact choices
 - ☐ Trust your values as a guide
 - ☐ Ask: “What would simplify this?”
-

7. Finances

Simplify money management.

- ☐ Review subscriptions and cancel one
 - ☐ Automate bill payments
 - ☐ Reduce impulse spending
 - ☐ Create one simple savings goal
 - ☐ Track expenses for one week
 - ☐ Use fewer financial accounts
 - ☐ Set spending boundaries
 - ☐ Practice intentional purchasing
 - ☐ Delay nonessential purchases
 - ☐ Ask: “Will this add lasting value?”
-

8. Relationships

Create space for what matters most.

- ☐ Spend quality time with one important person
 - ☐ Reduce time with draining relationships
 - ☐ Set boundaries around availability
 - ☐ Say what you mean—clearly and kindly
 - ☐ Stop over-explaining or people-pleasing
 - ☐ Choose depth over breadth
 - ☐ Simplify social obligations
 - ☐ Communicate expectations clearly
 - ☐ Practice presence in conversations
 - ☐ Let go of one toxic interaction pattern
-

9. Habits & Routines

Make simplicity sustainable.

- ☐ Create a simple morning routine
 - ☐ Create a calming evening routine
 - ☐ Remove one unnecessary habit
 - ☐ Replace complexity with consistency
 - ☐ Start one tiny daily practice
 - ☐ Eliminate habit stacking overload
 - ☐ Focus on one habit at a time
 - ☐ Track progress simply
 - ☐ Celebrate small wins
 - ☐ Make simplicity automatic
-

10. Identity & Values

Simplify from the inside out.

- ☐ Clarify your top 5 values
- ☐ Identify what truly matters in this season
- ☐ Let go of external expectations
- ☐ Stop comparing your life to others
- ☐ Align actions with identity
- ☐ Ask: “Who am I becoming?”
- ☐ Reduce roles you’ve outgrown
- ☐ Live by design, not default
- ☐ Choose meaning over busyness
- ☐ Recommit to your ***Excelerated Life™***





Excelerated Simplicity™ Action Checklist

Disclaimer:

The material in this document is intended for informational and educational purposes only and is not a substitute for professional advice in medical, psychological, legal, or financial matters. No specific results are promised or guaranteed.

The author and The Excelerated Life, LLC are not responsible for any loss or damage, direct or indirect, resulting from the use or misuse of the information contained in this document.

Applying any information from this document is solely your responsibility and at your own risk. If you believe you may have a condition requiring professional assistance, please seek appropriate care.

The purpose of this document is to educate and inspire. Following the techniques, suggestions, or strategies presented does not guarantee success.

Copyright © 2026 by The Excelerated Life, LLC. All rights reserved.

You are welcome to print a copy of this document for personal use. Please keep the document intact, including contact and copyright information.

Except for personal use, no part of this publication may be reproduced, stored, or transmitted by any means—electronic, mechanical, photocopying, recording, or otherwise—without prior written permission from the author, except as permitted under Sections 107 and 108 of the 1976 United States Copyright Act.

For permission requests, please contact: steven@my-excelerator.com

TheExceleratedLife.com

A life of flourishing, well-being, meaning, purpose, and service.