



# The *Excelerated* Simplicity™ Action Checklist

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Create Your Life.

Steven M. Huskey  
*TheExceleratedLife.com*

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## Excerelated 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**.

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### 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

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### 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

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### 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

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### 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

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### 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?”

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### 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?"

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### 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?"

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### 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

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### 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

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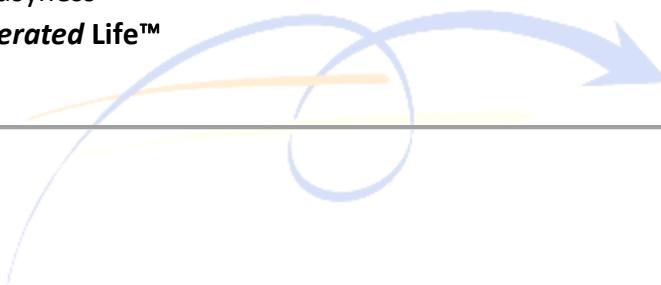


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### 10. Identity & Values

**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™***



***TheExceleratedLife.com***

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



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