

**The *Excelerated* Life™**  
**Practice Guide:**  
***Excelerated* Simplicity™**

---



**Create Your Life.**

Steven M. Huskey  
*TheExceleratedLife.com*

[This page intentionally left blank.]

## The Excelerated Simplicity™ Quick View

*"Simplicity is the ultimate sophistication." – Leonardo da Vinci*

### **Principle: Life Management**

**Excelerated Simplicity™** is part of the **Life Management** principle, which focuses on optimizing time, energy, and resources to create a life that is both fulfilling and sustainable. By freeing yourself from unnecessary complexity, you gain clarity, focus, and the ability to invest in what truly matters.

Other Practices within **Life Management**:

- **Excelerated Organization™** – Being clutter-free and well-enough organized to function effectively.
- **Excelerated Habits™** – Automating positive behaviors to create lasting change.

### **What is Excelerated Simplicity™?**

**Excelerated Simplicity™** is the practice of intentionally reducing complexity in your life—physically, mentally, and emotionally—so that you can focus on what truly matters. It involves making conscious choices to eliminate distractions, streamline routines, and cultivate an environment that supports well-being, productivity, and peace of mind.

### **Why Practice Excelerated Simplicity™?**

- Reduces stress and mental clutter.
- Creates space for what's truly important.
- Enhances decision-making and clarity.
- Boosts productivity by eliminating unnecessary distractions.
- Fosters a greater sense of contentment and fulfillment.

### **Ways to Practice Excelerated Simplicity™**

- **Declutter your space:** Regularly remove unnecessary physical items from your home and workspace.
- **Simplify commitments:** Say “no” to non-essential obligations and prioritize what aligns with your values.
- **Streamline routines:** Create efficient daily habits that minimize wasted time and energy.
- **Limit digital distractions:** Unsubscribe, unfollow, and set boundaries around technology use.
- **Clarify priorities:** Focus on fewer, more meaningful goals rather than spreading yourself too thin.

### **How You'll Know You're Embracing Excelerated Simplicity™**

- You feel less overwhelmed and more in control of your time and environment.
- Your physical spaces are clearer, and you can easily find what you need.
- You have eliminated commitments that don't serve your higher purpose.

***TheExceleratedLife.com***

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

- Decision-making feels easier because you've removed unnecessary choices.
- You experience more peace and presence in daily life.

**What is one thing you could start doing today to practice *Excelerated* Simplicity™?**

***TheExceleratedLife.com***

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

## Excelerated Simplicity™

**Excelerated Simplicity™** -- freeing yourself from unnecessary complexity

*"Designing a simple life means having fewer distractions in your life, so you can focus on what matters. It's about saying no to everything that gets in the way, but saying yes to what's right for you." ~ Melissa Camara Wilkins*

Most of us could lead simpler lives and create more time, energy, and resources for pursuing the things that really matter. Research shows that people who have shorter commutes generally have a higher sense of well-being. Yet, the trend is to move further away from our jobs to the suburbs and larger and larger houses.

"Everything should be as simple as it can be but not simpler." (Quote attributed to Albert Einstein.)

**Excelerated Simplicity™** involves thoughtfully and mindfully removing unnecessary complexity in our lives and surroundings.

### Why choose simplicity?

In response to the excess, busyness, and complexity that can swamp our lives, simplicity offers a revolutionary alternative—a life aligned with clarity, purpose, and well-being. **Excelerated Simplicity™** offers a way to remove the unnecessary to make room for what truly matters, creating a richer, more meaningful existence.

#### The Costs of Complexity

- **Stress and Overload:** A cluttered life—filled with excess possessions, overpacked schedules, and unending to-do lists—leads to chronic stress, burnout, and a lack of fulfillment.
- **Health and Relationships:** Complexity can harm physical health, strain relationships, and rob us of the deeper connections that give life meaning.
- **Time and Energy Drain:** Managing excess consumes valuable resources, leaving little room for joy, personal growth, or meaningful pursuits.

#### The Beauty of Simplicity

- **Clarity and Freedom:** Simplicity removes distractions and clutter, fostering focus and a sense of peace.
- **Intentional Living:** By prioritizing what aligns with your values and goals, you create a life of authenticity and purpose.
- **Enhanced Well-Being:** Simplifying fosters better health, stronger relationships, and greater satisfaction in life.

#### Transforming Through Simplicity

- **Align with Core Values:** Define what truly matters to you and let go of the rest.
- **Let Go of the Past:** Physical and emotional clutter ties us to unfinished business, hindering progress and growth.

***TheExceleratedLife.com***

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

- **Choose Quality Over Quantity:** Focus on the "big rocks"—the truly important aspects of life—rather than getting caught up in trivialities.
- **Make Space for Joy:** Simplifying your environment, schedule, and commitments opens up time and energy for the things you love.

#### **Practical Steps to Embrace Simplicity**

1. **Declutter Your Space:** Start by removing physical items that no longer serve you.
2. **Simplify Your Schedule:** Prioritize meaningful activities and say no to unnecessary obligations.
3. **Focus on Intentional Choices:** Regularly ask yourself, "What truly matters?" and make decisions that reflect your values.
4. **Adopt the Law of Abundance:** Allow things to flow into and out of your life freely, avoiding the trap of accumulation.

Simplicity doesn't require deprivation; it allows us instead to create space for a life of fulfillment, balance, and harmony. By embracing simplicity, you can break free from the chaos of modern life and step into the clarity and abundance of *your Excelerated Life™!*

Excess, busyness, and complexity are celebrated far too often, but simplicity offers something far more valuable: clarity, freedom, and intentional living. It doesn't call for you to give things up; it asks you to clear space for what truly matters. By simplifying, you cut through the noise, reduce stress, and align your actions with your core values.

Simplicity delivers freedom from the relentless pace of accumulation, productivity, and obligation. It lets you step away from the race and focus instead on meaningful experiences, deeper relationships, and personal growth. By stripping away what's unnecessary, you regain time, energy, and space to live in harmony with what matters most.

Clutter—whether it's in your environment, schedule, or mind—can weigh you down and lead to stress, anxiety, even health problems. The overload of possessions, commitments, and distractions often prevents you from fully engaging with life. Simplicity clears away this clutter, creating space for clarity, purpose, and peace.

It's recognizing the difference between what's essential and what simply fills space. Too often, we stretch ourselves thin by trying to fit everything into our finite time. But when you prioritize what brings joy and fulfillment, you channel your energy where it has the most impact.

Simplicity creates alignment between your environment and your inner world. When your surroundings are calm and ordered, your thoughts and emotions follow suit. Letting go of what no longer serves you opens the door to living in the moment, free from unfinished tasks and outdated expectations.

In practice, simplicity invites you to:

- Declutter your space to ease mental and emotional strain.
- Release outdated goals, possessions, and obligations.
- Reduce distractions and limit technology to focus on what matters.
- Make choices that reflect your values and long-term vision.

***TheExceleratedLife.com***

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

The rewards are profound: better health, improved relationships, more time, and reduced financial strain. Simplicity shifts your focus from the superficial to the significant. By clearing away the unnecessary, you make room for a life that's richer, more purposeful, and authentically yours. Let simplicity guide you to clarity, peace, and fulfillment—helping you stay on track to live the life you were meant to live.

## What simplicity is

### 1. Letting Go of the Unnecessary

- Simplicity includes releasing physical items, tasks, and commitments that do not align with your goals or values.
- It involves consistently identifying and removing what is unimportant, including "essential" items that aren't essential to *you*.
- Joshua Becker highlights that possessions should serve as tools for achieving your goals, not trophies or distractions.

### 2. A State of Mind, Not a Checklist

- Simplicity is more about mindset and intention than rigid practices.
- It promotes intentional living by helping you focus on what truly matters and regain control of your time, energy, and resources.

### 3. The Quiet Revolution of Simplicity

- This personal journey encourages freedom from complexity and external validation.
- Simplicity fosters authenticity and purpose, differing from minimalism by focusing on meaningful reduction rather than extreme minimalism.

### 4. Benefits of Simplicity

- Creates space, time, energy, and money to devote to relationships, personal growth, and meaningful activities.
- Reduces stress and emotional attachment to possessions, replacing it with joy from experiences and connections.
- Leads to better organization and reduced clutter, contributing to a sense of freedom.

### 5. Intentional Living

- Examining habits, routines, and possessions ensures they align with values and aspirations.
- Simplicity invites you to redefine success, focusing on experiences over accumulation.

### 6. Practical Applications of Simplicity

- Living simply doesn't require extreme measures like going off the grid or giving up luxuries.
- It may include downsizing, reducing commute times, or decluttering.
- Awareness of what is truly necessary for well-being is a key first step.

### 7. The Paradox of "More"

- We are often encouraged to buy more, but true savings and simplicity come from mindful consumption and questioning necessity.
- Buying less and focusing on meaningful possessions fosters a simpler life.

### 8. Simplicity's Four Qualities (from Siegel and Etzkorn)

- **Transparency:** Revealing truth and purpose.
- **Clarity:** Clear intent and quick comprehension.

*TheExceleratedLife.com*

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

- **Essence:** Focusing on what truly matters.
- **Usability:** Ensuring things serve their intended purpose.

Simplicity is letting go of the unnecessary—whether physical items, tasks, or commitments—to focus on what truly matters. It involves a continual process of identifying and removing distractions, including things that may seem essential but do not serve your unique goals or values. As Joshua Becker explains, possessions should function as tools to support your life’s purpose, not as trophies of success or sources of temporary happiness. By releasing what no longer serves you, you create space for what truly does.

More than a set of practices, simplicity is a mindset rooted in intentional living. It encourages you to align your time, energy, and resources with your values and aspirations. This “quiet revolution” is deeply personal, requiring no external validation or extreme measures. Unlike minimalism, which often focuses on paring down to the bare minimum, simplicity is about thoughtful reduction and balance. Its rewards are profound, offering clarity, freedom, and the ability to live with greater authenticity and purpose.

Simplicity brings numerous benefits. It allows you to reclaim your time, energy, and attention, creating space for relationships, personal growth, and meaningful activities. By reducing clutter—physical, emotional, and mental—you can experience less stress and a deeper sense of freedom. Letting go of attachments to possessions opens the door to joy found in experiences and connections rather than material goods. This process leads to better organization and a sense of ease in daily life, enabling you to focus on what truly matters.

Living simply also means making intentional choices. It involves questioning your habits, routines, and possessions to ensure they align with your values. Simplicity invites you to redefine success, shifting the focus away from accumulation and toward experiences that bring lasting fulfillment. It doesn’t require giving up luxuries, going off the grid, or following a rigid formula. Instead, it asks you to reflect on what is truly necessary for your well-being and to eliminate what adds unnecessary complexity.

A paradox of modern life is the idea that having more will make us happier, yet simplicity reveals the opposite. True freedom and happiness come from mindful consumption, reducing excess, and questioning the necessity of each possession. Choosing simplicity is a deliberate decision to prioritize what enriches your life and divest from what detracts from it. As Becker suggests, by having less, you can actually have more—more time, energy, and focus to dedicate to what matters most.

Finally, simplicity embodies four key qualities: transparency, clarity, essence, and usability. Transparency reveals the truth of what you need and value. Clarity ensures your decisions align with your purpose. Essence focuses on what truly matters, and usability guarantees that what you keep serves its intended purpose. Together, these principles create a framework for living simply and intentionally, enabling you to achieve freedom from unnecessary complexity and live a more meaningful, authentic life.

### What simplicity is not

- **Not Minimalism:**

***TheExceleratedLife.com***

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

- Minimalism focuses on owning only essentials and living with fewer distractions.
- Simplicity does not require extreme decluttering or adherence to minimalism as an ideology.
- **Not Opposed to Ambition:**
  - Simplicity allows for dreaming big and setting significant goals while practicing contentment with current progress.
  - It calls for appreciating milestones on the way to long-term achievements.
- **Not Simplism:**
  - Oversimplifying complex issues (simplism) ignores the nuance necessary for thoughtful solutions.
  - Simplicity involves clarity and removing noise, not reducing things to oversimplified ideas.
- **Not Just Lifestyle, but Discipline:**
  - Simplicity requires deliberate internal motivation and external action.
  - It involves cutting out distractions to focus on what matters, such as relationships, self-care, and meaningful contributions.
- **Not Solely About Subtraction:**
  - While simplicity includes removing unnecessary possessions and tasks, it also means adding valuable experiences like more free time, peace, and connection.
- **Not a Life of Convenience:**
  - Convenience culture can undermine simplicity by creating illusions of ease and overloading schedules with shortcuts.
  - True simplicity involves deliberate choices about what is important and meaningful.
- **Not Sacrifice, but Gain:**
  - Simplifying is not about loss; it's gaining space, time, energy, and focus for what matters most.
  - It's tailored to individual needs, not a universal formula.
- **Not Unaware of Complexity:**
  - Simplicity distinguishes between complicated systems (predictable with many parts) and complex ones (unpredictable without routines).
  - Simplifying involves reducing unnecessary complexity while embracing efficient and practical routines.

Simplicity is sometimes misunderstood. Where minimalism emphasizes owning only essentials and living with fewer distractions, simplicity is not an ideology or extreme decluttering exercise. It allows for dreaming big and setting ambitious goals while fostering contentment with current progress. Simplicity is also not the same as simplism, which oversimplifies complex issues. Instead, it seeks clarity by eliminating noise without ignoring necessary nuance. More than a lifestyle, simplicity is a discipline that requires intentional choices to focus on what truly matters, such as nurturing relationships, practicing self-care, and contributing meaningfully.

Importantly, simplicity is not just about subtraction—removing unnecessary possessions or obligations—but also about addition, creating more time, peace of mind, and connection. It does not require embracing convenience at the expense of meaningful activities, as shortcuts and gimmicks often

***TheExceleratedLife.com***

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

lead to busier, less fulfilling lives. Simplifying is not a sacrifice but a way to gain space, time, energy, and attention for the things that matter most. By recognizing and reducing unnecessary complexity, simplicity makes life more efficient and enjoyable while remaining deeply personal and adaptable to each individual's unique needs and circumstances.

### What simplicity doesn't do

- **Simplicity Doesn't Eliminate Difficulties:** Living simply doesn't mean life will always be easy. Challenges may arise, especially when stepping away from consumer culture, but the benefits outweigh the struggles.
- **Simplicity Doesn't Allow You to Do Everything:**
  - The increasing pace of life and growing demands on time and energy make it impossible to handle everything.
  - Tasks like writing reports, answering emails, exercising, shopping, and managing family and professional obligations can overwhelm anyone.
- **Simplicity Doesn't Mean Constant Productivity:**
  - Simplicity doesn't require doing more or becoming hyper-efficient in everything.
  - Simplicity calls for prioritizing and focusing on meaningful activities that align with personal goals and well-being.
- **Simplicity Doesn't Neglect Prioritization:**
  - To simplify, you must weed out less important activities and concentrate on what provides the greatest return on your time and energy.

Simplicity is not a cure-all for life's challenges. Embracing simplicity doesn't mean you will avoid difficulties—at times, stepping away from the norms of consumer culture may feel harder. However, the freedom and sense of lightness you gain from simplifying are well worth the effort. Importantly, simplicity does not mean you can do everything. The relentless pace of modern life, with its growing demands, makes it impossible to manage all the tasks vying for your attention, such as writing reports, answering emails, grocery shopping, exercising, and caring for family. Simplicity also doesn't mean constant productivity or efficiency at all costs. Instead, it emphasizes the need to prioritize activities that matter most to you—those that align with your goals and enhance your well-being. To live simply, you must focus on the tasks that bring the most significant return on your time and energy while letting go of the rest.

### What simplicity does

- **Focuses on What Matters:**
  - Simplicity helps you dedicate time and energy to the things that are truly important, allowing you to prioritize what matters most in the present moment.
- **Reduces Decision Fatigue:**
  - Willpower, like a muscle, depletes with use. Limiting daily decisions conserves willpower for more significant tasks.

***TheExceleratedLife.com***

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

- Examples:
  - Steve Jobs' daily uniform and Barack Obama's limited suit choices.
  - Creating routines for meals, chores, or habits reduces decision-making and automates essential tasks.
- **Applies the Pareto Principle (80/20 Rule):**
  - A small percentage of inputs lead to the majority of outcomes.
  - Identifying and focusing on these "vital few" activities improves effectiveness and results.
  - Eliminating less impactful efforts allows concentration on what truly drives progress and success.
- **Encourages Letting Go of Excess ("Gazingus Pens"):**
  - The concept of "gazingus pins" reminds us to stop accumulating unnecessary items and focus on maintaining a flow of resources in and out of our lives.
  - A clutter-free life creates space for new opportunities and experiences.
- **Promotes Voluntary Simplicity:**
  - Living simply doesn't require drastic changes. Small, intentional choices to simplify can lead to benefits like more time, less stress, reduced debt, and improved health.
  - Each person can define simplicity in a way that suits his or her unique life and needs.

Simplicity helps you focus on the things that matter most, enabling you to prioritize your time and energy on what is truly important in the present moment. It also reduces decision fatigue by limiting the number of choices you make daily, conserving your willpower for significant decisions. This approach is exemplified by figures like Steve Jobs, who wore a daily uniform, and Barack Obama, who limited his wardrobe choices. Establishing routines and automating habits, such as consistent meal plans or regular schedules, further simplifies life by removing the need for constant decision-making.

The Pareto Principle, or 80/20 rule, highlights the value of simplicity by demonstrating that a small percentage of efforts lead to the majority of outcomes. By identifying and focusing on these "vital few" activities, you can achieve greater effectiveness and results while letting go of less impactful tasks. This concept extends to physical possessions, illustrated by the "gazingus pin" analogy—a reminder to avoid accumulating unnecessary items and to maintain a healthy flow of resources.

Finally, simplicity promotes a life of voluntary, intentional choices. Small changes in any area of your life can yield significant benefits, such as more free time, less stress, reduced debt, and improved health. Simplicity is a flexible and personal journey, allowing you to tailor it to your unique circumstances and preferences.

## Benefits of simplicity

- **Creates Flow and Openness:**
  - Simplicity clears physical and mental clutter, creating space for new ideas, wealth, and relationships.
  - A clutter-free life encourages abundance by allowing resources to flow freely.

***TheExceleratedLife.com***

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

- **Promotes Intentional Living:**
  - Helps identify what is truly necessary for your best life and eliminates distractions.
  - Simplifying is not about deprivation but about designing a life that fits you perfectly.
- **Improves Financial and Environmental Well-being:**
  - Reduces unnecessary spending and promotes financial sustainability.
  - Encourages environmental sustainability by focusing on fewer, more meaningful possessions.
- **Enhances Quality of Life:**
  - Leads to better work-life balance, deeper relationships, and more time for passions.
  - Provides a greater sense of freedom and a clearer understanding of what matters most.
  - Reduces stress by minimizing obligations and distractions.
- **Fosters Contentment and Joy:**
  - Slowing down enhances creativity, relationships, and enjoyment of the present moment.
  - Simplicity nurtures contentment with what you have, decreasing the desire for more.
- **Encourages Prioritization:**
  - Saying "No" to nonessential things makes room for what truly enhances and aligns with your values.
  - Guides you to focus on meaningful contributions, relationships, and Service to the world.

Simplicity clears physical and mental clutter, allowing space for new ideas, wealth, and relationships to flow into your life. It promotes intentional living by helping you focus on what is truly necessary to create your best life, not through deprivation but by designing a life that perfectly suits you. Living simply fosters financial sustainability by reducing unnecessary spending and encourages environmental responsibility through mindful consumption.

The benefits extend beyond material gains, enhancing your quality of life with better work-life balance, more time for passions, and deeper, more fulfilling relationships. By reducing stress and distractions, simplicity offers a greater sense of freedom and clarity about what truly matters. As you simplify, you experience more contentment and joy in the present moment, cultivating a virtuous cycle of wanting less and appreciating more.

Simplicity also sharpens your ability to prioritize, empowering you to say "No" to distractions and "Yes" to what aligns with your values. This intentional focus enables you to deepen your relationships, make meaningful contributions, and serve the world with your best efforts. Ultimately, simplicity helps you navigate life with clarity, purpose, and joy, creating a balanced and fulfilling existence tailored to your unique needs and goals.

### Drawbacks of simplicity

- **Initial Struggles with Simplification:**
  - Finding ways to simplify life can feel challenging and overwhelming at first.

***TheExceleratedLife.com***

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

- Shifting your mindset from struggle to one of learning and growth can help overcome this challenge.
- **Difficult Choices:**
  - Simplifying often requires making tough decisions about what to keep and what to let go.
  - These decisions can be emotionally painful as you let go of certain commitments, possessions, or habits.
- **Acceptance of Imperfection:**
  - Even with a simpler life, there will always be too much to do.
  - Accepting this reality and focusing on what matters most in the present moment is a necessary tradeoff.
- **Emotional Discomfort:**
  - Simplifying may require confronting deep-seated habits, attachments, or fears, leading to temporary discomfort.
  - Letting go of "what if" or "just in case" thinking can feel risky but is essential to achieving simplicity.

Embarking on the journey toward simplicity can initially feel overwhelming and challenging. You may struggle to find effective ways to simplify, but by reframing the struggle as a time for learning and growth, you can uncover valuable insights about yourself and your priorities. Simplification often requires making difficult choices, which can be emotionally painful as you let go of certain possessions, commitments, or habits that no longer serve you.

Even with a simpler life, you must still face the reality that there is always more to do than time allows. Accepting this imperfection is part of the tradeoff for focusing your finite energy on the things that truly matter to you in the present moment. Simplifying may also bring discomfort as it forces you to confront attachments, habits, or fears that have accumulated over time. However, through this process, you can cultivate a life that aligns more closely with your values, creating space for joy and meaning amid the challenges.

## What to do

### Pre-Decide

- Pre-deciding helps reduce decision fatigue and conserve willpower by eliminating the need for numerous small decisions.
- Establishing rules of thumb can turn desirable behaviors into habits that require less effort over time.
- Examples of rules of thumb:
  - "Say 'no' when pressured to make a quick decision."
  - "Choose the cheapest entrée that satisfies you."

***TheExceleratedLife.com***

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

### **Simplify One Area at a Time**

- Focus on simplifying one area (e.g., work, home, finances, relationships) or one practice at a time until it is mastered.
- Move on to the next area or practice only after achieving success in the first.

### **The Five Simplification Methods**

1. Eliminate: Drop unnecessary tasks or commitments that no longer serve a purpose.
2. Prioritize: Focus on the most important tasks first and stick with them until completed.
3. Pareto Principle (80/20 Rule): Identify the small number of efforts that lead to the majority of results and prioritize them.
4. Work in Quadrant II (QII): Prioritize tasks that are important but not urgent to achieve long-term success.
5. Countdown Method: Use a simple "5-4-3-2-1—Action!" to overcome procrastination and take immediate action.

### **Simplify Commitments and Adjust Activities**

- Reassess chores, hobbies, and pastimes to ensure they still bring value or joy.
- Consider eliminating activities that feel obligatory or no longer align with your priorities.
- Use small, consistent steps to replace time-wasting habits with more meaningful activities.
- Assess commitments; focus on those aligning with your values.
- Learn to say "no" to unnecessary activities.

### **Simplify Daily Routines and Finances**

- **Food Preparation and Shopping:**
  - Create a list of go-to meals your family enjoys.
  - Simplify grocery shopping by focusing on fresh ingredients and rotating basic dishes.
- **Wardrobe and Possessions:**
  - Apply the Pareto Principle to your wardrobe, keeping only items used regularly.
  - Declutter possessions that are rarely needed.
- Create consistent daily routines around core values and goals.
- Reduce financial stress by budgeting and automating payments.

### **Declutter Physical and Digital Spaces**

- Set up a user-friendly filing system for papers and digital documents to save time searching for lost items.
- Use broad categories to simplify the organization and commit to filing consistently.
- Remove unused and unloved items from your home.
- Organize and streamline digital files, emails, and social media.

### **Adopt Mindful Consumption**

- Challenge impulsive purchasing habits.
- Use techniques like the 24-hour rule for major purchases.
- Emphasize quality over quantity.

### **Practice Mindfulness and Digital Detox**

- Set aside tech-free times for mindfulness and presence.
- Use relaxation and meditation practices to connect with the moment.

### **Focus on Relationships and Lifelong Learning**

- Invest time in meaningful connections.
- Commit to personal growth through learning and hobbies.

***TheExceleratedLife.com***

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

Simplifying your life begins with pre-deciding to reduce decision fatigue. By establishing rules of thumb, such as saying "no" when pressured to decide quickly or choosing the simplest satisfying option, you conserve mental energy and make desirable behaviors automatic over time. Simplify one area of your life at a time—whether it's work, home, or finances—before moving on to the next. This focus prevents overwhelm and ensures sustained progress.

To simplify your life, start by decluttering your physical and digital spaces, letting go of items and files that no longer serve you. Assess your commitments and focus on those that align with your values, learning to decline unnecessary obligations. Practice mindful consumption by challenging impulsive purchasing habits, adopting the 24-hour rule for major decisions, and prioritizing quality over quantity. Incorporate mindfulness and digital detoxing into your routine to reduce stress and stay present. Create daily routines that reflect your core values, simplify your finances to reduce complexity, and focus on fostering meaningful relationships. Finally, embrace lifelong learning to keep your mind engaged and your life enriched.

Adopting specific strategies can further simplify your life. Begin by eliminating unnecessary tasks, prioritizing the most important ones, and leveraging the 80/20 rule to focus on the small actions that yield the greatest results. Working on important but non-urgent tasks (Quadrant II) ensures long-term success, while the countdown method can help you take immediate action. Evaluate hobbies, chores, and pastimes to ensure they still bring value or joy, and let go of those that no longer serve you.

Simplify everyday routines, such as food preparation, by relying on a few go-to meals made with fresh ingredients, and streamline your wardrobe and possessions by keeping only frequently used items. To save time, implement efficient filing systems for both papers and digital documents, ensuring they are simple to maintain and easy to access. By focusing on these practical steps, you can create more space and energy for what truly matters in your life.

## How to do it

### **Start Small and Simplify**

- Begin with a small, manageable area (one drawer, a section of a room, etc.).
- Clear out obvious trash, including broken items, outdated papers, and unusable clothes.

### **Divide and Conquer**

- Use three bags or boxes for trash, donations, and items to keep.
- Immediately remove trash and donation items from your home to prevent second-guessing.

### **Focus on Priorities**

- Identify your 3 most important tasks daily and focus on completing them first.
- Plan your day with "The 3 Questions":
  - What is important about today?
  - What must get done today?
  - What is important about the future?

### **Eliminate the Unnecessary**

***TheExceleratedLife.com***

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

- Streamline tasks by removing redundant or unnecessary steps.
- Apply the 80/20 rule to focus on what provides the most value.
- Avoid over-perfectionism by recognizing when 80-90% effort is sufficient.

#### **Declutter and Organize**

- Ensure everything has a designated home and is kept there.
- Create and maintain simple filing systems for both physical and digital documents.
- Cancel unused subscriptions and manage incoming mail to reduce clutter.

#### **Play the Zero-Sum Game**

- Regularly assess commitments, tasks, and roles. Ask:
  - "If I were starting this today, would I take it on?"
- Let go of anything that no longer serves you.

#### **Use Routines and Habits**

- Establish morning and evening routines for productivity and relaxation.
- Build consistent habits to simplify daily and weekly tasks.

#### **Maintain a Clear Calendar**

- Use a single calendar for all appointments and commitments.
- Color-code family or group events and eliminate irrelevant entries.

#### **Regular Purging**

- Periodically clear out files, emails, and belongings to keep systems streamlined.
- Use simple strategies like monthly file rotation for easy maintenance.

To simplify your life, start small by tackling a manageable area, such as a drawer or a corner of a room. Begin by discarding obvious trash—broken items, outdated papers, and anything you no longer use. Use the divide-and-conquer method with three bags or boxes for trash, donations, and items to keep. Quickly remove trash and donations from your home to avoid re-cluttering.

Prioritize your tasks by identifying the three most important things you need to accomplish each day. Use "The 3 Questions" to focus on what matters now and in the future. Simplify further by eliminating unnecessary steps in tasks or chores and applying the 80/20 rule to focus on activities that bring the most value. Accept that perfection isn't always necessary—often, 80-90% effort is enough.

Create order by ensuring everything has a designated place and maintaining simple filing systems for paper and digital records. Manage commitments by periodically reassessing roles and tasks, letting go of those that no longer serve you. Build helpful routines, like energizing morning rituals or calming evening practices, to ease daily responsibilities.

Keep a clear calendar by consolidating all appointments into one system, color-coding entries, and removing irrelevant commitments. Finally, maintain simplicity with regular purges of belongings, files, and emails, ensuring systems remain streamlined and functional.

## What not to do

### **Simplicity ≠ Simplistic**

***TheExceleratedLife.com***

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

- Simplistic approaches oversimplify complex realities, often overlooking essential elements.
- True simplicity focuses on stripping away the nonessential while expressing the core clearly and effectively.
- Simplicity strikes a balance—a “happy medium—between too much and too little.

#### **Einstein's Wisdom**

- "Things should be made as simple as possible, but not simpler." Humans are inherently complex, and while unnecessary complexity should be reduced, essential tasks and details must not be ignored.

#### **Dream Big, Simplify Wisely**

- Simplifying does not mean abandoning big dreams or goals.
- Balance striving for ambitious goals with contentment for where you are in the present.
- Use progress as a source of encouragement and celebrate milestones, even when the ultimate goal is still far off.

#### **Example: Financial Simplicity**

- Becoming debt-free and financially independent is a long-term goal.
- Simplify the process by tracking progress and celebrating small wins along the way to maintain motivation and clarity.

Simplicity should never be confused with being simplistic, which means oversimplifying complex issues to the point of ignoring necessary details. True simplicity seeks to strip away the nonessential while maintaining clarity and focus on what truly matters. As Albert Einstein wisely noted, "Things should be made as simple as possible, but not simpler." While humans and their goals are complex, unnecessary complexity can and should be reduced thoughtfully, without overlooking critical tasks or steps.

Simplifying does not mean letting go of big dreams or goals. Instead, it involves balancing contentment in the present with purposeful striving for the future. For instance, working toward becoming debt-free and financially independent is a significant and long-term commitment, but tracking progress and celebrating small milestones can help you maintain clarity, motivation, and simplicity without losing sight of the larger vision.

### When you don't choose simplicity

#### **Overcommitment to the Nonessential**

- Spending excessive time, money, and energy on things or experiences that don't enhance well-being detracts from living a joyful and meaningful life.
- Simplifying allows you to focus resources on what truly matters.

#### **Accumulation as a Burden**

- Lao Tzu's insight: "Rare goods are merely weights that slow you down."
- Common, everyday possessions or trivial items (like gazing pins) can create even greater burdens, distracting from your life's purpose.

#### **Decision Fatigue**

*TheExceleratedLife.com*

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

- Making too many small decisions throughout the day (e.g., what to wear) contributes to decision fatigue.
- Each decision, no matter how minor, depletes willpower and mental energy, leaving less capacity for important choices later.

When you engage in unnecessary complexity, you risk overcommitting your time, money, and energy to things or experiences that don't enhance your well-being and may even detract from a joyous and meaningful life. Lao Tzu reminds us that rare goods act as weights that slow us down; even more so, common and trivial items—like gazingus pins—can create unnecessary burdens. Beyond material possessions, an unsimplified life can lead to decision fatigue. Small, seemingly insignificant decisions, such as choosing what to wear, may not feel overwhelming at first. However, over time, these tiny decisions deplete your mental energy and willpower, leaving you less equipped to focus on what truly matters. Embracing simplicity helps conserve resources, reduces mental clutter, and redirects your efforts toward the pursuits that align with your values and bring lasting joy.

If you feel you are spending too much time, money, and energy in acquiring things or experiences that are not adding to your well-being and perhaps are even detracting from your ability to live a joyous and meaningful life, then consider how you can begin paring away at the complexity and devoting more of yourself and your resources to the things that matter most.

## When you choose simplicity

### The Cost of Complexity

- Complexity consumes time, money, and energy, undermines trust, and increases stress.
- Complexity often manifests as clutter, overcommitment, and digital distractions.

### Complicated vs. Complex

- *Complicated*: Many parts with predictable results (e.g., assembling a computer).
- *Complex*: Unpredictable results due to varying inputs and lack of routines (e.g., human relationships).

### The Benefits of Simplicity

- Clarity: Simplification clarifies priorities and fosters better decision-making.
- Mindfulness: Simplicity enables presence, enriching relationships and experiences.
- Stress Reduction: Streamlining commitments and possessions lightens mental loads.
- Authenticity: Encourages alignment with values, reducing external pressures.
- Creativity: Simplification creates space for exploration, hobbies, and growth.
- Sustainability: Reduces consumption, fostering environmental responsibility.

### Choosing Simplicity

- Saying "No" to non-essential things opens space for meaningful pursuits.
- Simplicity doesn't lead to deprivation but to balance, unique to each individual.
- Simplicity creates more space, freedom, and energy—not more demands.

### Paradoxes of Simplicity

- Saving money often involves avoiding unnecessary purchases, not just seeking deals.
- Success stems from consistently performing simple actions, despite their mundanity.

### Practical Approaches

***TheExceleratedLife.com***

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

- Start small: Simplify one area (e.g., home or finances), then expand.
- Declutter physical spaces to inspire clarity in other life areas.
- Use frameworks like the ***Excelerated Life™*** to align actions with values and goals.

#### **Ripple Effect**

- Simplifying one area often prompts positive changes in others (e.g., decluttering home → organizing finances).

Choosing simplicity transforms life by reducing complexity's costs—time, money, and stress—while enhancing clarity, mindfulness, and authenticity. By distinguishing between the predictable results of complicated systems and the unpredictability of complex ones, we learn to manage our lives more effectively. Simplification fosters presence, reduces overwhelm, and creates opportunities for creativity and growth. It aligns actions with values, encouraging sustainable living and deeper connections. Embracing simplicity is not about deprivation but about balance—saying "No" to distractions and "Yes" to meaningful pursuits.

Practical steps include starting small, like decluttering a single area, and allowing the ripple effect to inspire further change. The ***Excelerated Life™*** framework offers a structured path to simplicity, aligning actions with long-term goals and core values. With simplicity, life becomes less about having more and more about creating space, freedom, and energy for what truly matters. This approach nurtures a virtuous cycle of contentment, fostering a life of purpose and fulfillment.

***TheExceleratedLife.com***

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

## Following the Excelerated Simplicity™ Practice

*"The first step in crafting the life you want is to get rid of everything you don't." ~ Joshua Becker*

Improving your ability to follow the **Excelerated Simplicity™** practice involves both mindset shifts and practical actions. Since **Excelerated Simplicity™** helps you free yourself from unnecessary complexity, optimize time and energy, and focus on what truly matters, here are some ways to deepen your practice:

### 1. Clarify Your Priorities

- Define what's truly important in your life—what adds meaning and value?
- Use your **Signature Strengths and values** to guide decisions about what to keep and what to eliminate.
- Regularly ask: *Does this align with my **Excelerated Life™**?*

### 2. Reduce Physical Clutter

- Implement the **one-in, one-out rule**—for every new item, remove an old one.
- Create designated spaces for important things to reduce decision fatigue.

### 3. Simplify Your Schedule

- Audit your calendar and remove commitments that don't align with your core goals.
- Block **unstructured time** for reflection, creativity, and well-being.
- Batch similar tasks (e.g., writing, errands, social media posts) to reduce mental switching costs.

### 4. Streamline Your Digital Life

- Reduce digital clutter by organizing files, emails, and apps.
- Unsubscribe from unnecessary emails and social media distractions.
- Consider a **"digital declutter" day** to reset and simplify your online habits.

### 5. Automate and Systematize Repetitive Tasks

- Leverage **Excelerated Habits™** to create simple daily routines that minimize decision fatigue.
- Use checklists, templates, or automation tools for recurring tasks.
- Set up auto-pay, meal plans, or scheduled deliveries for routine needs.

### 6. Practice Saying "No"

- Apply the **"Hell Yes or No"** rule: If something isn't a definite yes, it's a *no*.
- Be mindful of overcommitment—simplicity often means doing fewer things, but better.

### 7. Integrate Simplicity into Your Thought Process

- Reduce mental clutter by journaling, practicing mindfulness, or engaging in T'ai Chi Chih.
- Use a **"decision filter"**—before committing to something, ask:
  - *Is this essential?*

***TheExceleratedLife.com***

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

- *Does this bring me joy or serve my higher purpose?*
- *Will this simplify or complicate my life?*

#### **8. Regularly Review & Reset**

- Set aside time each month to reassess what's working and simplify further.
- Celebrate small wins—simplicity isn't about perfection, but about progress.
- Be adaptable: What feels simple today may need adjustment tomorrow.

***TheExceleratedLife.com***

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

## Excelerated Simplicity™ Assessment

Here's a **10-question self-assessment** for measuring progress in **Excelerated Simplicity™**.

Take this assessment before starting the practice and then retake it after some time to track improvements. Each question is rated on a **1 to 5 scale**:

**1 = Not at all | 2 = Rarely | 3 = Sometimes | 4 = Often | 5 = Very much**

1. \_\_\_\_\_ I feel a sense of clarity and ease in my daily life rather than overwhelm or clutter.
2. \_\_\_\_\_ I can quickly find the things I need without searching through excess or disorganization.
3. \_\_\_\_\_ I intentionally choose to spend time on what matters most rather than unnecessary distractions.
4. \_\_\_\_\_ I have clear priorities and am able to let go of commitments or obligations that do not align with them.
5. \_\_\_\_\_ I regularly declutter my physical space to remove excess and keep only what adds value.
6. \_\_\_\_\_ I experience a sense of calm and spaciousness in my schedule rather than feeling rushed or overbooked.
7. \_\_\_\_\_ I make mindful decisions about new purchases, considering whether they align with my values and needs.
8. \_\_\_\_\_ I limit mental clutter by reducing information overload (such as unnecessary emails, notifications, or social media).
9. \_\_\_\_\_ I have simple, effective systems in place for managing daily tasks, finances, or other life responsibilities.
10. \_\_\_\_\_ I feel more freedom and ease in my life as a result of simplifying my environment, commitments, and habits.

---

### Scoring and Reflection

- **10-20:** You may feel overwhelmed by complexity and could benefit greatly from simplifying different aspects of life.
- **21-30:** You have started to simplify but may still experience clutter, distractions, or inefficiencies.
- **31-40:** You have made good progress toward simplicity and are seeing noticeable benefits.
- **41-50:** You are thriving in **Excelerated Simplicity™**, experiencing clarity, ease, and focus in life.

For deeper reflection, ask:

- **Which areas were lowest?** (Physical, mental, commitments, finances?)
- **What specific changes have led to improvements?**
- **What next steps will help me sustain simplicity long-term?**

***TheExceleratedLife.com***

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

# The *Excelerated Simplicity*™ Workbook

## A Guide to Freeing Yourself from Complexity and Focusing on What Truly Matters

*"The ability to simplify means to eliminate the unnecessary so that the necessary may speak." ~ Hans Hofmannr*

### Introduction

This workbook is designed as a guide to help you integrate **Excelerated Simplicity**™ into your life in a structured and meaningful way. Each chapter focuses on a key aspect of simplifying, offering insights, exercises, and action steps to help you make tangible progress.

### What is *Excelerated Simplicity*™?

**Excelerated Simplicity**™ is the practice of intentionally removing unnecessary complexity from your life so you can focus on what truly matters. It's doesn't mean you live with the least amount of possessions or adopt a rigid minimalist lifestyle. Instead, it helps you design a life that aligns with your values, priorities, and purpose.

Complexity creeps in when we accumulate more commitments, possessions, and obligations than we can effectively manage. Over time, this leads to overwhelm, stress, and a loss of clarity. Excelerated Simplicity™ helps you reclaim your time, energy, and mental space by eliminating distractions, streamlining routines, and making deliberate choices that support your well-being. When you simplify, you create space—not just in your environment but in your mind and life. This space allows for greater peace, deeper focus, and more freedom to pursue what brings you fulfillment.

Through this workbook, you'll explore practical steps to simplify your physical space, schedule, commitments, and habits, enabling you to live with greater ease and intention.

### How to Use This Workbook

This workbook is designed as a step-by-step guide to help you simplify different aspects of your life. Each chapter contains:

- A brief explanation of the topic
- Reflection questions to help you assess your current situation
- Action steps and exercises to guide you toward meaningful change
- A progress tracker to celebrate small wins along the way

Work through each section at your own pace. Whether you dedicate a week to each chapter or tackle them over several months, the key is to take consistent action.

***TheExceleratedLife.com***

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

## Suggested Pacing

You can work through this material at your own pace. Some may prefer to tackle one chapter per week, while others might take longer to implement changes before moving forward. The key is to engage with each section thoughtfully, applying what you learn before rushing ahead.

## Tracking Your Progress

As you move through the workbook, use the reflection questions and exercises to track your progress. Keep a journal or notebook to record insights, challenges, and breakthroughs. Small, consistent steps will lead to lasting changes, so celebrate each step forward, no matter how small.

## Making the Most of This Journey

Approach this process with curiosity and flexibility. Not every suggestion will fit your life exactly as written, so adapt the principles to suit your unique needs. **Excelerated Simplicity™** isn't gained through following a rigid formula. It comes by creating a simpler, more fulfilling life that works for you.

By the end of this workbook, you'll have a personalized approach to simplicity, allowing you to live with greater clarity, purpose, and peace. Let's begin.

## The Mindset of Simplicity

**Key Concept:** Simplicity starts with a shift in mindset—from accumulation and busyness to intentionality and clarity.

### Reflection Questions:

- What does simplicity mean to me?
- What areas of my life feel overwhelming or cluttered?
- How would my life improve if I embraced a simpler way of living?

### Action Steps:

- Identify one mindset shift you can adopt to simplify your life.
- List three benefits of simplifying that resonate most with you.
- Write a personal simplicity statement (e.g., "I choose to simplify my life so I can focus on what truly matters: family, health, and purpose").

## Identifying and Eliminating Complexity

**Key Concept:** Complexity creeps into life through possessions, commitments, digital distractions, and mental overload. Recognizing these areas is the first step toward creating more ease.

***TheExceleratedLife.com***

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

**Reflection Questions:**

- Where do I feel the most burdened—my schedule, home, finances, or something else?
- What obligations do I have that no longer align with my values or priorities?

**Action Steps:**

- Do a "complexity audit" by listing areas of life that feel overly complicated.
- Identify one unnecessary commitment, habit, or possession you can eliminate this week.

## Decluttering Your Physical Space

**Key Concept:** A cluttered space creates mental and emotional stress. Simplifying your environment leads to greater peace and clarity.

**The Impact of Clutter:**

Clutter isn't just physical—it's emotional and mental, too. A disorganized environment can lead to stress, decision fatigue, and even procrastination. On the other hand, a simplified, well-organized space can boost focus, productivity, and overall well-being.

**Reflection Questions:**

- What area of my home feels the most overwhelming?
- How does my physical environment affect my mood and energy?

**Action Steps:**

- Pick one small space to declutter (a drawer, closet, or desk).
- Apply the "Keep, Donate, Discard" method.
- Set a 10-minute daily decluttering habit to maintain order.

## Simplifying Your Time and Commitments

**Key Concept:** Time is your most valuable resource. Simplifying your commitments creates space for what truly matters.

**Reflection Questions:**

- What activities or obligations drain my energy?
- Am I saying "yes" to things out of obligation rather than true desire?

**Action Steps:**

- List your current commitments and identify any that no longer serve you.
- Practice saying "no" to one non-essential request this week.
- Use time-blocking or a simple planner to create more intentionality in your schedule.

***TheExceleratedLife.com***

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

## Digital and Mental Decluttering

**Key Concept:** Information overload and constant digital distractions make it hard to focus. Simplifying your digital life helps create mental clarity.

**Reflection Questions:**

- How much time do I spend on screens daily?
- Does my digital environment (emails, notifications, apps) add value or overwhelm me?

**Action Steps:**

- Unsubscribe from unnecessary emails and notifications.
- Set app time limits or take a social media detox.
- Create a "mental inbox" journal to declutter your thoughts.

## Creating Sustainable Simplicity Habits

**Key Concept:** Simplicity isn't a one-time event—it's an ongoing practice. Small, consistent actions lead to lasting change.

**Reflection Questions:**

- What is one simple habit I can maintain daily?
- How will I stay accountable for simplifying my life?

**Action Steps:**

- Choose one weekly or daily simplicity habit (e.g., evening decluttering, Sunday schedule review).
- Set a reminder to check in with yourself on your simplicity progress.
- Celebrate your wins by reflecting on the benefits you've gained.

## Final Thoughts & Next Steps

Simplifying your life is a journey, not a destination. The goal is not perfection but progress. By consistently applying these principles, you'll create a life that feels lighter, clearer, and more aligned with what truly matters to you.

Take a moment to reflect:

- What was the biggest lesson you learned in this workbook?
- What is one commitment you're making to continue this simplicity journey?

Write it down and revisit it often!

***TheExceleratedLife.com***

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

## How to Know You Are Making Progress

*"Besides the noble art of getting things done, there is the noble art of leaving things undone. The wisdom of life consists in the elimination of non-essentials." ~ Lin Yutang*

**Excelerated Simplicity™** helps you to reduce unnecessary complexity in your life so you can focus on what truly matters. But how do you know if you are making progress? The following indicators can help you assess your journey and recognize the positive changes that come from embracing simplicity.

### **1. Your Physical Space Feels Lighter**

- You have decluttered areas of your home, office, or car.
- You can find things more easily without searching through clutter.
- You feel more relaxed and comfortable in your living and working spaces.

### **2. Your Schedule is More Manageable**

- You have eliminated non-essential commitments that don't align with your priorities.
- You have more time for rest, creativity, and meaningful activities.
- You no longer feel rushed or overwhelmed by your daily to-do list.

### **3. You Experience Mental and Emotional Clarity**

- You feel less stressed and more at peace.
- You no longer dwell on unnecessary worries or mental clutter.
- You have created simple routines that support mindfulness and focus.

### **4. Your Finances Are Streamlined**

- You have reduced unnecessary expenses and subscriptions.
- You have simplified your budgeting process and know where your money is going.
- You feel more in control of your financial situation and are making intentional spending choices.

### **5. Your Technology Use is More Intentional**

- You have decluttered your digital life by organizing files, emails, and apps.
- You spend less time mindlessly scrolling through social media or digital distractions.
- You have set boundaries around screen time and feel more present in your daily activities.

### **6. Your Relationships Are More Fulfilling**

- You have let go of toxic or draining relationships.
- You invest time in meaningful conversations and connections.
- You set boundaries to protect your time and energy.

***TheExceleratedLife.com***

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

### **7. You Are More Present and Engaged in Life**

- You appreciate the present moment instead of constantly rushing to the next task.
- You have a greater sense of gratitude for what you have.
- You feel a stronger connection to your values and priorities.

### **8. You Have a Clearer Sense of Purpose**

- You know what is most important to you and make decisions accordingly.
- You no longer feel pulled in too many directions.
- Your life feels aligned with your values and long-term goals.

### **9. You Handle Challenges with Greater Ease**

- You can navigate unexpected situations without feeling overwhelmed.
- You focus on solutions rather than getting stuck in stress or frustration.
- You embrace simplicity in decision-making, avoiding unnecessary complexity.

### **10. You Feel Freer and More Energized**

- You have released unnecessary obligations, commitments, and material possessions.
- Your daily life feels lighter, with fewer distractions and burdens.
- You have more energy to invest in the things that truly matter to you.

### **Next Steps**

If many of these indicators ring true for you, you are making significant progress in implementing ***Excelerated Simplicity™***! If there are areas where you still struggle, choose one small step to focus on and continue refining your practice. Remember, simplicity is a journey, not a destination. Keep moving forward, one step at a time!

***TheExceleratedLife.com***

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

## Activating *Excelerated* Simplicity™

*"Decluttering and simplifying start out as a physical task, but as you transform your living space, you will transform your life. All of the tools that help you get there will become less and less important. It won't be an overnight process. It won't be easy, but it will become easier as you start to experience freedom." ~ Courtney Carver*

### Twelve Simple Things

#### 12 Simple Points About *Excelerated* Simplicity™

1. Simplicity is about reducing complexity, not deprivation.
2. Small, intentional changes lead to long-term simplicity.
3. Clutter (physical, mental, digital) creates stress and distraction.
4. Clear priorities simplify decision-making.
5. Every “yes” is a “no” to something else—choose wisely.
6. Simplicity increases time, energy, and focus.
7. Mindful consumption leads to a more meaningful life.
8. Systems and routines reduce daily decision fatigue.
9. Living within your means promotes financial simplicity.
10. Letting go creates space for what truly matters.
11. Simplicity is a mindset, not just an action.
12. Simplifying allows you to live with more purpose.

#### 12 Simple Steps for Doing *Excelerated* Simplicity™

1. Identify what feels most complicated or overwhelming in your life.
2. Set a simplicity intention: What do you want more/less of?
3. Start with one area (physical space, schedule, commitments, digital, etc.).
4. Remove one unnecessary item from your home today.
5. Unsubscribe from unnecessary emails and notifications.
6. Choose one daily habit to streamline (e.g., morning routine, meal planning).
7. Say no to one unnecessary commitment this week.
8. Set a spending guideline for non-essential purchases.
9. Block off time for unstructured rest and reflection.
10. Use a checklist or system to simplify recurring tasks.
11. Reflect weekly: What worked? What felt cluttered or complicated?
12. Keep a simplicity journal—track what changes feel best.

***TheExceleratedLife.com***

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

## 12 Simple Changes to Make

1. Reduce the number of possessions you own.
2. Simplify your wardrobe to include only what you love and wear.
3. Declutter your schedule—eliminate non-essential commitments.
4. Reduce screen time and digital distractions.
5. Establish a morning/evening routine to minimize decision fatigue.
6. Organize finances—automate payments, track spending, set clear priorities.
7. Prepare meals in advance or choose simple, healthy options.
8. Shift focus from acquiring things to meaningful experiences.
9. Create a dedicated space for reflection, relaxation, or creativity.
10. Implement a “one in, one out” rule for belongings.
11. Develop a practice of gratitude to reduce the desire for excess.
12. Regularly ask: "Does this simplify or complicate my life?"

### How You'll Know You're Learning Excelerated Simplicity™

(Use this list throughout your practice to recognize growth and change.)

- **You pause before adding something new.**  
You catch yourself asking, “Do I really need this?” before buying, committing, or consuming.
- **You value space as much as stuff.**  
Empty shelves, white space on your calendar, and mental breathing room start to feel good—not like something’s missing.
- **You let go more easily.**  
It gets easier to release possessions, projects, and even people that no longer serve your values or purpose.
- **You notice what matters most.**  
You find yourself naturally drawn to the essential, the meaningful, and the life-giving.
- **You’re less reactive to urgency.**  
Instead of jumping into every fire drill or distraction, you pause to ask, “Is this important or just loud?”
- **You enjoy doing one thing at a time.**  
Single-tasking becomes a pleasure, not a punishment.
- **You spend more time being than doing.**  
Quiet reflection, connection, rest, and presence begin to replace constant motion.
- **You define success more simply.**  
“Enough” starts to feel like a win—not a fallback.
- **You know where your stuff is—and why you kept it.**  
There’s a growing sense of order in your space, and you can explain the value of what remains.
- **You feel lighter.**  
Not just physically, but emotionally and mentally—like a burden’s been lifted.

*TheExceleratedLife.com*

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

- **You reclaim time and energy.**  
As your physical and mental clutter decreases, you notice more time and energy for what really matters.
- **You're becoming more intentional.**  
Decisions—big and small—feel more aligned with your values, not driven by default, pressure, or habit.

### **Self-Quiz: Check Your Progress in *Excelerated Simplicity*™**

(Use this quiz throughout the training to track your growth.)

Rate each statement from **1 (Not at all) to 5 (Absolutely true)**:

1. \_\_\_ I feel that my daily life is becoming simpler and more manageable.
2. \_\_\_ I regularly remove clutter (physical, digital, or mental) from my life.
3. \_\_\_ I am clear on my priorities and make decisions accordingly.
4. \_\_\_ I spend less time on distractions and unimportant tasks.
5. \_\_\_ I find it easier to say no to unnecessary commitments.
6. \_\_\_ My home and workspace feel more peaceful and organized.
7. \_\_\_ I have streamlined my finances to reduce stress.
8. \_\_\_ My daily routines are more effective and efficient.
9. \_\_\_ I feel less overwhelmed by information, notifications, and digital clutter.
10. \_\_\_ I spend more time on meaningful activities and relationships.
11. \_\_\_ I feel less attachment to material possessions.
12. \_\_\_ I experience more contentment and less stress in daily life.

#### **Scoring:**

- **45–60:** You are fully embracing *Excelerated Simplicity*! Keep refining your practice.
- **30–44:** You're making progress! Identify areas where you can simplify further.
- **12–29:** There's room for improvement—start with small, intentional changes.

***TheExceleratedLife.com***

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

## Resources

Achor, Shawn. *The Happiness Advantage*. New York: Crown Publishing Group, 2010.

Allen, David. *Getting Things Done*. New York: Penguin Books, 2001.

Allen, Mary E. *The Power of Inner Choice*. Fawnskin, CA: Personhood Press, 2005.

Ashkenas, Ron. "For Stronger Leadership, Cut Through Complexity." Duke Corporate Education. Duke Corporate Education, September 2013. Web. November 28, 2020.

<https://www.dukece.com/insights/for-stronger-leadership-cut-through-complexity/>

Audet, Kathleen. "Freedom In Simplicity." Your Authentic Image. Your Authentic Image,. Web. March 19, 2022.

<https://yourauthenticimage.com/freedom-in-simplicity/>

Babauta, Leo. *The Power of Less*. Carlsbad, CA: Hay House, 2009.

Baumeister, Roy F. and John Tierney. *Willpower - Rediscovering the Greatest Human Strength*. New York: The Penguin Press, 2011.

Becker, Joshua. "The 10 Most Important Things to Simplify in Your Life." *becomingminimalist*. Joshua Becker,. Web. June 8, 2018.

<http://www.becomingminimalist.com/the-10-most-important-things-to-simplify-in-your-life/>

Becker, Joshua. *The More of Less*. Colorado Springs, CO: WaterBrook Press, 2016.

Becker, Joshua. *Things That Matter*. New York: WaterBrook, an imprint of Random House, a division of Penguin Random House LLC, 2022.

Burkeman, Oliver. *Four Thousand Weeks: Time Management for Mortals*. New York: Farrar, Straus and Giroux, 2021.

Carver, Courtney. "Simplicity Is Freedom." *bemorewithless*. *bemorewithless*,. Web. March 19, 2022.

<https://bemorewithless.com/simplicity-is-freedom/>

Cloud, Ph.D., Henry. *9 Things You Simply Must Do to Succeed in Love and Life*. New York: MJF Books, 2004.

Coach U, Inc. *Coach U's Essential Coaching Tools*. Hoboken, NJ: John Wiley & Sons, Inc., 2005.

Covey, Stephen R. *The Seven Habits of Highly Effective People*. New York: Simon & Schuster, 1989.

***TheExceleratedLife.com***

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

Davis, Ph.D., Tchiki. "How to Live Simply." Psychology Today. Sussex Publishers, LLC, June 20, 2022. Web. January 21, 2023.  
<<https://www.psychologytoday.com/us/blog/click-here-for-happiness/202206/how-to-live-simply>>

Dweck, Carol S. Mindset. New York: Ballantine Books, an imprint and division of Penguin Random House LLC, 2006, 2016.

Few, Stephen. "The Scourge of Unnecessary Complexity." Visual Business Intelligence. Perceptual Edge, December 16th, 2013. Web. November 28, 2020.  
<<https://www.perceptualedge.com/blog/?p=1817>>

Fortin, Cary Telander and Kyle Louise Quilici. New Minimalism: Decluttering and Design for Sustainable, Intentional Living. Seattle, WA: Sasquatch Books, 2018.

Foster, Richard J. Freedom of Simplicity. New York: HarperCollins Publishers, 1981.

Frank, Robert H. Luxury Fever: Why Money Fails to Satisfy in an Era of Excess New York: The Free Press, 1999.

Hardy, Darren. The Compound Effect. Boston, MA: Da Capo Press, 2010.

"How Simplicity Provides Freedom." Townsend House. Townsend House,. Web. March 19, 2022.  
<<https://www.townsend-house.com/31-Days-How-Simplicity-Provides-Freedom/>>

Katie, Byron. Loving What Is. New York: Crown Publishing Group, 2002.

Keller, Gary with Jay Papasan. The ONE Thing: The Surprisingly Simple Truth Behind Extraordinary Results. Austin, TX: Bard Press, 2012.

Koch, Richard. The 80/20 Principle: The Secret of Achieving More with Less. New York: The Doubleday Publishing Group, 1998, 2008.

Lawes, Paula. "Live A Beautiful Life In 10 Easy Steps." Lifehack. Lifehack, . Web. August 6, 2022.  
<<https://www.lifehack.org/articles/communication/live-beautiful-life-10-easy-steps.html>>

Leonard, Thomas. The 28 Laws of Attraction. New York: Scribner, 1998.

Levine, Karen. Keeping Life Simple: 7 Guiding Principles, 500 Tips & Ideas. New York: Barnes & Noble, Inc. by arrangement with Storey Publishing LLC, 1996, 2003.

Mandino, Og. The Greatest Secret in the World. New York: Bantam Books, 1978.

Miedaner, Talane. Coach Yourself to Success. Lincolnwood, IL: Contemporary Books, 2000.

***TheExceleratedLife.com***

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

Morin, Amy. "Want To Be Happier? Change Your Commute or Change Your Attitude." Forbes. Forbes Media LLC, December 7, 2014. Web. May 22, 2016.

<<http://www.forbes.com/sites/amymorin/2014/12/07/want-to-be-happier-change-your-commute-or-change-your-attitude/#8c59ce5a7314>>

Newport, Cal. Digital Minimalism: Choosing A Focused Life in a Noisy World. New York: Portfolio/Penguin, 2019.

Olson, Jeff. The Slight Edge. Austin, TX: Greenleaf Book Group Press, 2005-2013.

Robbins, Mel. The 5 Second Rule: Transform Your Life, Work, and Confidence with Everyday Courage. Nashville: Savio Republic, 2017.

Robin, Vicki and Joe Dominguez. Your Money or Your Life. New York: Penguin Books, 1992, 2008.

"Rule Of Thumb." en.wikipedia.org. Wikimedia Foundation, Inc., 3 September 2019, Web. September 12, 2019.

<[https://en.wikipedia.org/wiki/Rule\\_of\\_thumb](https://en.wikipedia.org/wiki/Rule_of_thumb)>

Ryan, James E. Wait, What? And Life's Other Essential Questions. New York: HarperCollins Publishers Inc., 2017.

Seligman, Ph.D., Martin E. P. Authentic Happiness. New York: Free Press, 2002.

Siegel, Alan and Irene Etzkorn. Simple: Conquering The Crisis of Complexity. New York: Hachette Book Group, Inc, 2013.

Sterner, Thomas M. The Practicing Mind: Developing Focus and Discipline in Your Life. Novato, CA: New World Library, 2005, 2012.

The Harwood Group. "Yearning for Balance - Views of Americans on Consumption, Materialism, and the Environment." Sustainable Consumption & Production. IISD Reporting Services, a division of the International Institute for Sustainable Development (IISD), July, 1995. Web. December 26, 2023.

<<https://enb.iisd.org/consume/harwood.html>>

Weiss, John P. "Why a Good Death Requires a Good Life." becomingminimalist. becomingminimalist, January 19, 2023. Web. January 21, 2023.

<<https://www.becomingminimalist.com/a-good-life/>>

"What It Means to Live Simply and Tips to Start." PsychCentral. Healthline Media, reviewed December 16, 2017. Web. January 21, 2023.

<<https://psychcentral.com/blog/what-it-means-to-live-simply-and-tips-to-start#1>>

***TheExceleratedLife.com***

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

Wilkins, Melissa Camara. "How to Design a Simple Life", No Sidebar. No Sidebar, June 1, 2015. Web. December 11, 2023.  
<<http://nosidebar.com/design-a-simple-life/>>

***TheExceleratedLife.com***

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

**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 © 2025 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](mailto:steven@my-excelerator.com)*

**TheExceleratedLife.com**

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