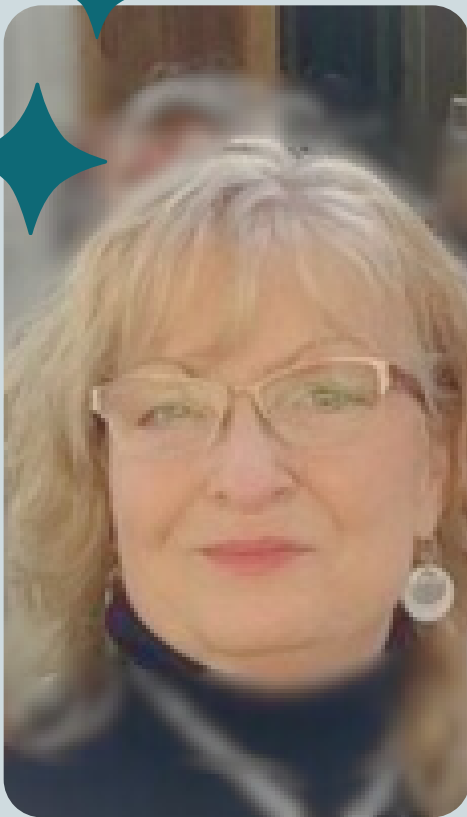


Your 5-Minute Digital Reset Guide



Simple, actionable steps to reorganize your
digital life!



Hi! I'm Connie!

Plan Live Dream is your digital happy place where practical planning meets heartfelt encouragement. We're not just another productivity website throwing beautiful planners at you and wishing you luck – we're that supportive friend who combines gorgeously designed digital tools with the kind of motivation that makes you actually excited to use them!



LINKS:

1. PlanLiveDream.com
2. [Instagram](#)
3. [Facebook](#)
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You DID IT!
Next Steps



How to Use This Guide

📖 Flip through and pick the reset that speaks to your stress right now.

There's no right order — just go where your energy (or frustration!) takes you.

Need to tame your phone? Start there.

Is your email inbox overflowing? Head straight to that page. Too much social noise? The Social Media Reset's got you.

🌟 Use this guide whenever digital life feels like "too much." Whether it's Monday morning chaos, mid-week meltdowns, or Friday file pile-ups — you've got tools in your pocket now.



Welcome, Friend!

I see you — juggling life, work, and allllll the digital chaos that comes with it. It's a lot, right? That's exactly why I made this guide — because sometimes you don't need a full digital makeover. You just need a small, sweet win to breathe easier. This is your permission slip to let go of the guilt, the overwhelm, and the pressure to "get it all perfect." Instead, we'll reset your space — fast and with love.

Why 5 Minutes Matter

Listen, you don't need to reorganize your entire digital life to feel better. Sometimes a quick tidy-up is all you need to go from "Help, my digital life is on fire!" to "Okay, I can handle this!" Let's make those 5 minutes count!

Ready? Let's do this together — one small win at a time. 💪

Your 5-Minute Reset Options

Choose the one that bugs you most right now!

The "My Phone Is Driving Me Crazy" Reset

1. Delete your last 20 screenshots (you know, the ones you took "just in case")
2. Clear all those lingering notifications
3. Delete your 5 least-used apps
4. Empty your download folder
5. Ahhhh... better already, right?

The "Email Emergency" Reset

 *Time needed: 5 minutes*

1. Delete all promotional emails from the last 3 days
2. Flag your top 3 priority emails
3. Respond to any quick "yes/no" messages
4. Unsubscribe from 2 newsletters you never read
5. Look at you, taking control!

The "Desktop Disaster" Reset

 *Time needed: 5 minutes*

1. Clear your downloads folder
2. File the 5 most important loose documents
3. Delete duplicate files
4. Empty the trash
5. High-five yourself! 🙌

The "Social Media Spiral" Reset

 *Time needed: 5 minutes*

1. Mute 3 accounts that don't make you feel great
2. Clear your browser cache
3. Delete unnecessary bookmarks
4. Log out of one social platform you need a break from
5. Freedom feels good, doesn't it?



Emergency Digital Breathers

When you don't even have 5 minutes!

The 60-Second Sanity Saver

1. Turn on "Do Not Disturb"
2. Close all unnecessary browser tabs
3. Take three deep breaths
4. You've got this!

The 2-Minute Miracle

1. Delete yesterday's junk emails
2. Clear phone notifications
3. Close unused apps
4. Look at you go!



Your Permission Slip

Dear wonderful you, You have official permission to:

- Not respond to everything immediately
- Keep some digital chaos if it works for you
- Take breaks from your devices
- Celebrate tiny progress
- Do what feels manageable right now

Quick Tips for Staying Reset

- Set a daily 'power hour' for notifications
- Use airplane mode like your personal force field
- Create a 'deal with it later' folder
- Remember: Progress over perfection, always!



When to Use This Guide

- Monday morning overwhelm
- Mid-week meltdowns
- Friday file pile-ups
- Any time you need a quick win!


Celebration Corner

After your reset, take 10 seconds to:

- Do a little dance 🩰
- Give yourself a high five 🖐️
- Text a friend: “I did it!” 🎉
- Simply smile and enjoy the calm 😊



Thoughts and Notes

 Focus: Plan your day with intention.

Daily Checkoff List

Block out 3 key decluttering tasks in your schedule each day

1

2

3

Reflection

Did decluttering help you stay focused?

Notes

Your Digital Pep Talk

Hey there, digital warrior! You've got this. Every small reset is a step toward calm. Don't worry about doing it all - just do what feels right for you right now. And remember, there's no such thing as "falling behind" in digital organization. You're exactly where you need to be.

Now go forth and reset with confidence! ✨

Created with love to help your dreams take
flight! ✨

Notes

**Because
Sometimes
You Just Need
a Quick Win!**





You Did It!

Let's Keep This Calm Going!

You just made a powerful first step toward digital peace — and I'm so proud of you!



But this is only the beginning. If you want to finally stop the clutter cycle and create a calm, clear digital space you actually love, I've got something for you:

✨ The Digital Declutter Toolkit ✨

A complete system designed to:

- ✓ Set up a streamlined file system (no more searching for that one doc!)
- ✓ Organize your photos, passwords, notes & more — all in one place
- ✓ Automate your inbox & calendar so your future self says "thank you!"

Ready to dive deeper?

👉 [Check it out at PlanLiveDream.com](https://PlanLiveDream.com)

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