



## Day 1 – The Space Reset

“Productivity doesn’t begin with effort. It begins by removing friction”

### 1. Digital Space

What does your digital environment currently feel like?

### 2. Physical Space

What is the first physical surface you will clear today?

### 3. Quick Actions

- I archived my desktop files
- I closed unnecessary browser tabs
- I cleared one physical surface

### 4. Reflection

After clearing space, what changed in your mind or body?

When your environment stops demanding attention, your mind starts offering clarity.