

6 easy solutions for  
**MENTAL  
CLUTTER**  
at work



# Clutter: Too many tasks



**Spend 5 minutes before work to prioritize tasks. Set deadlines for long-term projects.**



# Clutter: Many unread emails



Manage your inbox using folders, subfolders & filters generously.



# Clutter: Too many meetings



Have an agenda for every meeting. You move through each of them quicker and smoother.



# Clutter: Too many thoughts



A post-lunch walk.



# Clutter: Too many things on your work desk



Clean up your desk. Make sure it only has things that you are using.



# Clutter: Too many notifications. They can be as distracting as a text/phone call!



Limit them or mute them altogether.



**Too much mental clutter can slow down your work, leaving you feeling less productive and less focused.**

**#WellbeingontheWeb provides wellness solutions to employees to help them feel calmer, less stressed, and much more productive.**



Counsellors



Doctors



Nutritionists



Diagnostics



Pharmacy



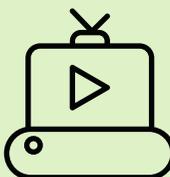
Finance guide



Newsletters



Self-assessments



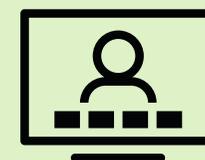
Live classes



Articles



Videos



Webinars