



Quantum DeJunk-A-Palooza™

Bonus Event: *The Digital DeJunk Intensive*™

Welcome! We are so excited you will be taking the plunge into the **Quantum Digital DeJunk Intensive**™ with us. Hang on to your digital devices... we are in for a wild ride!

If this is a Bonus Intensive (added on to a regularly scheduled DeJunk-A-Palooza), we offer you this guide to determine what your goals are around Digital DeJunking for the weekend. You may decide how much of this weekend you wish to set aside for Digital vs. other types of DeJunking.

OBJECTIVE:

-To help you create and execute a plan for Digital DeJunking and make peace with your Digital Environment. This will include rounds of scheduled support/check-in calls and timed 30-minute Integrity Intervals. We will explore new patterns in computing that will help you get unstuck, be less distracted and more productive.

-At the end of the day, you will have created systems for future upkeep, back-up plans, and resources to support your health and self-care while using your digital devices.

TOOLS:

- Kitchen timer or Other 30-minute timer
- Awareness candle
- Water, Water, and did we say—Water. Digital work can be far more dehydrating than other forms of DeJunking!
- Pre-made and ready-to-eat lunch/snack and other eating-for-what-you-want-to-accomplish snacks (i.e. nuts, hummus and raw vegetables)
- Eye pillow or chilled cucumbers for use on eyes during breaks

PREP: In preparation for our time together, we will ask you to obtain a timer (kitchen, tablet, watch, etc.) for timing our DeJunking™ segments we call Integrity Intervals. It is important to time these 30-minute segments and take a short break to really take in your progress and sense of accomplishment along the way and to keep your momentum going. **Please resist the urge to push through—Especially with digital material as you need to give your eyes and brain regular rest.** You can then continue with additional timed segments throughout the day.

PROCESS: While DeJunking™ as a “whole coaching process” tends to go rather in depth, for our purposes, we will focus on clearing your cyber-clutter and putting systems in place to avoid re-junking that may be impeding progress in your life and work.

At the appointed check-in times, please dial into- join the check-in. These sessions will last about 15-30 minutes. During this time you will set your goals and intentions for the next two or 2.5 hours. Then, join the next scheduled check-in time to share how you did or anywhere you feel stuck or need some coaching or support. (Please note: None of our check-in calls will be

recorded). The only calls recorded are the kick-off and celebration calls. These will be posted on our Facebook secret group page.

As the live portion of this intensive runs the course of up to a 12-hour day, it is highly recommended that you arrange to commit to participating in the entire process without interruption or with limited distraction. It is also recommended that once you set an intention for a your integrity interval that you check in at the appointed check-in time to report your progress. Breaks are encouraged as needed. Do your best to attend all check-in sessions live!

SUPPORT YOUR SUCCESS: Minimize your interruptions during the day or enroll help from those who are most supportive. Be sure to hydrate and have quality snacks available. Your brain and body need fuel in order to think clearly and keep energy levels where they need to be to keep moving ahead. Additional support is encouraged for resting your eyes.

FOR CHECK-IN TIMES: (All Eastern Time) AND CALL-IN NUMBER/Link: SEE Main DeJunking Guide.

HANDLING WHAT COMES UP It is normal for various feelings to arise during this process. Taking some time to honor those feelings and work through them a bit is all part of the DeJunking™ process at a deeper level. For the purposes of today, it is okay to move on to a less “charged” area to DeJunk™ or to take some time to sit with the feelings or even journal about them. If you are truly stuck and can’t move forward, please feel free to bring this to our check-in call for support. The key is, no matter what, to be GENTLE with yourself. We all hold on to various things for various reasons and wherever you are, remember it is totally OK.

WHAT TO DEJUNK? It is critical that for this weekend... that you choose areas to work where you feel you will have a chance to make significant progress or even complete the project. Below you will see a list of some areas to consider and attached is a Digital DeJunk Intensive planner to help you hone in on some further areas that might need your attention.

AREAS FOR POSSIBLE DeJUNKING™

(Check any that apply. Add others not on the list. Then prioritize the areas you wish to work on.)

- Old Cel phones not in use
- Old Computer Equipment and cords, cords, cords
- Jump/Thumb drives
- Computer Desktop Files
- Word Processing Documents and files
- Text messages
- Email on phone
- Cloud-based data storage
- Apps no longer in use on phone or tablet
- Email Inbox
- Photos
- Music/Recordings

- DVDS
- DVR recordings
- CD's
- Digital Videos
- Other _____
- Other _____
- Other _____

OLD EQUIPMENT

-Do you have a bunch of old equipment sitting around a basement or in the corner of a garage? Find out when your town has electronic recycle days. If your equipment (from computer to an extra DVR is in good working order and you've dusted it off) you might see about donating to a hospital, senior center or library.

EMAIL

For brave souls you could just highlight and hit the delete button and that would take care of that! For others, who do need to go through their mailboxes more specifically here are some guidelines we will be following:

-Alphabetize and quickly scroll down immediately getting rid of emails from retail outlets and any companies that you have ordered from and now are part of their list. This can also include Facebook and Spam notification messages. Before you hit delete, if you do not want to be on these mailing lists go in and safely unsubscribe (usually the link to do this is on the bottom of the e mail content). Then: Delete!!

-If you use your email for only personal correspondence, it should be rather easy to determine whether you need to file or delete or take action. If you need to file any personal emails from a particular person or two (i.e. your child, your favorite relative, the love of your life) make a folder on the left and drag emails from that person/persons and place there. Otherwise: DELETE!!!!

-If you use your email for your business as well, it's a similar premise. Create mail folders for projects, clients and other topics that ABSOLUTELY need to be kept. BE CAREFUL YOU DON'T GET CAUGHT UP IN FILING HERE. Similar to when you feel you must sort and file paper (the most difficult thing to DeJunk) you never refer to again, you want to be realistic and have the hard conversation about why you are opting to keep things and if it is in alignment with who you are and what it is that you are doing.

Depending on how much email you are dealing with, this process may be completed in more or less than one round. Or, it may become your focus for the day!

***If you keep email on your phone: DELETE, DELETE, DELETE. It's like making double copies of everything you simply don't need. Remember a decade ago when a phone was a phone and not everything? Check to see if it really has to be the epicenter of your communication world. Maybe it does. However, maybe it DOESN'T!!*

TEXT MESSAGES

Get in the habit of going through your phone weekly. Also get in the habit of understanding that text messages don't need to be kept. Delete, delete, delete.

ITUNES/DVR/MUSIC-ENTERTAINMENT

Similar to email, you'll spend time scrolling down the list. If there are podcasts and movies/television programming that you are done with, have never watched or didn't even remember you had—time for them to go. For music, same idea, you should love your music collection the same way you love the clothing in your closet, the pots and pans in your kitchen and the sweaters stacked in your bureau. Letting go makes room for more. And, you can listen to music while you kiss other entertainment good bye!

PHOTOS

If you've never sorted photos and just uploaded from your camera to your computer for years, then this is the equivalent of emptying the entire box of photos on to the floor and really wishing you had written the year, place and folks in the pic on the back of it! Staying diligent here and being patient is key. This may take more than a day, but you are starting the process. Make folders for the photos (i.e., vacation, birthdays, celebrations, Christmas, and/or by year only), decide on the ones you really want to keep, and perhaps print a few to finally frame or actually put into an album if that is a better way of enjoying them.

PHOTOS ON YOUR PHONE:

Same idea here. Delete, send to your computer or send up to the cloud for storage.

IPADS OR TABLETS:

DELETE, DELETE, DELETE. Especially any apps that you no longer use...Make room for what's coming!!!

WORD DOCUMENTS

Similar to the photos or files that sit stuck in the file cabinets never to open again, oftentimes we simply keep stuff that shouldn't be kept. Period. We recommend that you are fresh when you attempt word documents.

Similar to how you might set up paper files and their sub-files, you will want to have a plan for how you might want to set up your digital files. Create a mental or written map of how you wish to keep your files.

With any file, you will open it quickly and peruse its contents. If it is active and current you'll keep it. If it's "dead" (and particularly if you have it backed up on the Cloud or a hard storage drive) let it go!!

Similar to paper, you are keeping more things than you'll ever need and you may have already noticed how you have "carried" files from one new computer to another—several years later. Word (and even Excel/Adobe-type) documents take concentration, diligence, fervor and deep intention.

BACK UP:

If you haven't been doing it, or have never had a system in place for backing up your computer, phone or any/every electronic device, now is the time to look into this more fully. Most providers (Verizon, AT&T) have options for this, as does Apple. Hard drive devices (your computer for your phone, an external hard drive for your computer) are still very useable. The gaining popularity of the Cloud is a definite option, so long as you are careful and conscious of security around it.

MEASURING YOUR PROGRESS: At the end of the event, we'll be asking you for a final count of what got done so we can add it to the list of Quantum DeJunk Challenge™ success stories. You can measure this in any way you like. Number of emails or documents deleted, photos categorized, Number of areas cleaned. Keep a list as you go so we can add it to our totals!

Additional Self-Care Pointers for your Digital DeJunk Experience:

Even more important than when you are cleaning out a closet, the back of your car or the laundry room of your house, digital equipment zaps energy from you. The ions, being near plugged in equipment, the back lighting—it all takes and doesn't give to you. Since this is an environment that has more excessive toxic qualities than some others you must take particular care to take breaks every 30 minutes. This doesn't simply mean stepping away from the Computer.

We have included great resources for you to consider how to mitigate these effects after our event, but during the event here are some ways you can care for yourself:

- Lie down and put some cool cucumber slices or an eye pillow over your eyes for a few minutes to really and truly rest your eyes in between sessions.
- Go outside to get fresh air and natural light, looking forward to view horizon and oxygenating your eye muscles, membranes, etc.
- Drink PLENTY of water—more than you would during a normal eight-hour day.
- Have energizing foods prepared to simply sit down and enjoy (without reading, checking e-mail, voice mail or texts during the breaks from this process!!) Just eat and BE.

During a Digital DeJunk Intensive you actually need to be electronic free save for what you are working on. No relaxing in front of the TV or watching a movie when the day is done (more like watching the embers fall off a log in a fire or the bubble fizzle in a cozy bath tub for post-Digital DeJunk entertainment).



Clean Sweep: Digital Environment

Instructions: Answer each question. Be rigorous with yourself. If the statement is sometimes or usually true, please do not check the YES box until the statement is virtually always true for you. If the statement does not apply to you, or will never be true for you then check the YES box.

Print this form so that you will have a record of your responses, and a reminder of focus areas.

No	Yes	
		1. I have deleted any unused email accounts that are collecting email.
		2. I have no backlog of unread email in my inbox.
		3. I sort incoming email in a way that moves me forward (delete, file, action, read) and keeps my email clutter free.
		4. I keep emails to read later. I have a system to handle these and move them forward in a timely fashion.
		5. I respond to all emails within 48 hours.
		6. I delete texts and emails that come to my phone as I go.
		7. I have a back up drive with adequate storage and a regular schedule for backing up files
		8. My GPS device is updated
		9. My system software is all updated to the version that works best for me.
		10. My contacts list contains only people I know and need to be in touch with.
		11. My DVR is cleared out from recorded programming.
		12. I am using at least one method for reducing the effect of EMFs on my body.
		13. I have a method to remind me to take breaks on my computer.
		14. If I use an electronic calendar, I am using only one that is coordinated across my devices.
		15. I take regular Digital DeJunk times throughout the course of my week when I am maintaining my systems.
		16. I take regular times during the week that are electronics free.
		17. I have a system for naming and filing my documents.
		18. If I used digital cloud storage including Google Drive, iCloud, Dropbox, etc., it is clear of unneeded documents.
		19. I have one non-digital, secure location for all my account passwords.
		20. My digital photos are catalogued and easy to locate
		21. I regularly download/back up photos from my phone so as not to risk losing them.
		22. I spend a reasonable time on my social media accounts.
		23. I keep my self-care as a priority to counterbalance time spent with digital devices
		24. I have no broken, outdated or partial hardware/devices, parts, cords etc. in storage.
		25. My computing environment is ergonomically sound and balanced.

My Intention for This Event:

During this Digital DeJunk Event, I will tackle the following area(s) in this order:

What I know for sure I want to get done:

What I will tackle if there is still time:

What will open up for me as I create space and make peace within my digital environment:

When I get distracted, want to avoid it or get tired I will:

(Take a break, switch to another area, sit and notice what comes up for me, get some water, a cup of tea or a snack, take ten deep breaths, do 10 jumping jacks, etc.)

When I finish I will celebrate by:

My Tally Sheet: Today I have DeJunked™ the following:

(Find a way to quantify your DeJunk: i.e. I have cleared 50% of my computer desk top, I deleted 5,000 emails I journaled about my stinkin' thinkin' for 45 minutes, I was gentle with myself 90% of the time)

Other things I noticed that came up for me or I want to follow up on:

My plan for Continued Digital DeJunking:

In the coming week I plan to take advantage of the continued Coach and Facebook Group Support In the following ways:

Action Items:

In the next 90 days I have scheduled to continue DeJunking and using accountability of the Facebook Group.

Action Items:

QUESTIONS?

Email: support@quantumcoachingmethod.com

ADDITIONAL RESOURCES & DECISIONS FOR SAFE DIGITAL USE:

Making peace with your digital environment not only means that it is free of clutter... but that it does not impact your health and wellbeing in a negative way.

This may begin by deciding to never use ear buds or keep the Bluetooth or phone next to your ear. Make sure that you or family members are not able to text and drive and be sure you are hands free with your phone in the car.

Other areas to consider: Digital Cleanses, Software/Apps to remind you to take breaks, Reduce the impact of EMF's and other Detoxification, Setting up your posture and other ergonomics info, Reducing Avoiding Eyestrain

Digital Cleanse: Shut Off the Smartphone and Walk Away

<http://spiritualityhealth.com/articles/digital-cleanse-shut-smartphone-and-walk-away>

5 Steps to Doing a Digital Holiday Cleanse

<http://www.inc.com/jill-krasny/5-steps-to-doing-a-digital-holiday-cleanse.html>

TAKE A BREAK

<http://www.dejal.com/timeout/>

9 Apps to Keep You Healthy on Your Mac

<http://mac.appstorm.net/roundups/productivity-roundups/9-apps-to-keep-you-healthy-on-your-mac/>

Five free apps to help remind you to take a break

<http://www.techrepublic.com/blog/five-apps/five-free-apps-to-help-remind-you-to-take-a-break/>

Scirocco Take a Break

http://download.cnet.com/Scirocco-Take-a-Break/3000-2129_4-10333152.html

EMF's The Invisible Danger

<http://ezinearticles.com/?EMFs---The-Invisible-Danger&id=1200752>

Electromagnetic fields and public health: mobile phones

<http://www.who.int/mediacentre/factsheets/fs193/en/>

5 Reasons Why Cellphones Are Bad For Your Health

<http://www.medicaldaily.com/5-reasons-why-cellphones-are-bad-your-health-247624>

Groundology: Earthing for Health & EMF Protection

<http://www.groundology.co.uk/about-grounding>

Is Grounding Good for You?

<http://www.emfanalysis.com/is-grounding-good-for-you/>

How To Lower Your EMF Risks with Crystal Healing

<http://hibiscusmooncrystalacademy.com/how-to-lower-your-emf-risks-with-crystal-healing/>

What Gemstones Can I Place Beside My Computer

<http://www.gemrockauctions.com/learn/gemstone-articles/what-gemstones-can-i-place-beside-my-computer>

Orgonite and EMF

<http://orgoniseyourself.com/orgonite-energy/orgonite-and-emf/#axzz3Rq1pxUM7>

Saunas Can Burn Heavy Metals and Toxic Chemicals Out of Your Body

<http://articles.mercola.com/sites/articles/archive/2012/04/22/steve-benda-on-saunas-and-emf.aspx>

Gemstones a Natural Radiation Protection

<http://mjclive.com/conscious-living/gemstones-a-natural-radiation-protection>

How Salt Lamps Can Help Protect You From EMFs

<https://www.youtube.com/watch?v=RrJMOuz9AQA>

Ergonomic Guidelines for arranging a Computer Workstation - 10 steps for users

<http://ergo.human.cornell.edu/ergoguide.html>

Computer Eye Strain: 10 Steps for Relief

<http://www.allaboutvision.com/cvs/irritated.htm>

6 Tips for Computer Natural Eye Strain Relief

<http://www.homecuresthatwork.com/slideshow/6-tips-for-computer-eye-strain-relief/#.VOD6WUtj87Y>

How to Avoid Digital Eyestrain

<http://www.cnn.com/2014/02/03/health/digital-eyestrain/>