



By Spencer Coffman
www.spencercoffman.com

While every precaution has been taken in the preparation of this book, the author and/or publisher assumes no responsibility for errors or omissions, or for damages resulting from the use of the information contained herein.

RELAX AND UNWIND HOW TO ORGANIZE AND DECLUTTER YOUR
LIFE

First edition. March 2016.

Copyright © 2016 by Spencer Coffman.
All Rights Reserved.

Written by Spencer Coffman.
www.SpencerCoffman.com

Disclaimer

This eBook has been written to provide you with information about being more efficient at work and at home. Every effort has been made to make this eBook as complete and accurate as possible. However, there may be mistakes in typography or content. In addition, depending on the format in which you are reading this book, things like page numbers, alignment, sentences, and other formatting may be skewed. I apologize for this inconvenience. Hopefully everything displays very well and looks great on whatever device you are using. Also, this eBook provides information only up to the publishing date. Therefore, this eBook should be used as a guide and not as the ultimate source.

The purpose of this eBook is to educate. The author and the publisher do not warrant that the information contained in this eBook is fully complete and shall not be responsible for any errors or omissions. The author and publisher shall have neither liability nor responsibility to any person or entity with respect to any loss or damage caused or alleged to be caused directly or indirectly by this eBook.

Thank You.

About the Author

Spencer Coffman has a background that proves he can accomplish whatever he puts his mind towards. He received the Presidential Award for Academic Excellence in 2005, at age 12. He then became homeschooled and finished middle school and high school in only three years and was published in the Who's Who Registry of Academic Excellence for the 2007-2008 year. By age 14 he had diplomas in Professional Locksmithing and Advanced Locksmithing.

In 2008, he enrolled in Alexandria Technical College where he excelled, receiving an Associates degree in Individualized Professional Studies and a diploma in Concrete Masonry all before age 17. He was also a part of the Phi Theta Kappa International Honor Society. While in the Concrete Masonry program, he achieved first place in a local Skills USA competition. He continued onto the state competition where he also received first place. Spencer continued on to the national competition and placed eighth.

In 2010, Spencer enrolled at Minnesota State University Moorhead, where he received a Bachelors of Arts Degree Summa Cum Laude in Psychology and a Bachelor of Arts Degree Magna Cum Laude in Philosophy. Spencer was 19 when he graduated from MSUM and was a part of the Psi Chi International Honor Society. He then worked very hard to publish his undergraduate thesis, and in 2013, his experiment, Facial Expression: The Ability To Distinguish Between Enjoyment and Nonenjoyment Smiles, was published in the Psi Chi Journal of Psychological Research.

Spencer then studied at the American TESOL University to become certified to Teach English to Speakers of Other Languages. He became certified to teach Children and Advanced students. He was then hired by the university to completely re-write and restructure their syllabi and curriculum. In addition, he revised their online platform and made it mobile ready.

When his job there was complete, Spencer began extensively studying micro-expressions, emotions, and behavior. He was a natural and became certified at the expert level in both the Micro Expression Training Tool and Subtle Expression Training Tool developed by Dr. Paul Ekman. Spencer then decided to write a book of his own on body language. "One that would be short and simple. A book that would be very easy for people to pick up and read and

understand in no time at all.” In 2015, Spencer published *A Guide To Deception*, a book that educates readers about deception and teaches them how to detect lies. Since then, Spencer has been working on writing several other books on a variety of different topics. Some of which include eBooks on what he has learned while in business for himself, and books that are designed to help other people live better lives.

Spencer has become an excellent video creator and is proficient in several video editing software tools and other editing programs. He manages several successful YouTube channels and has many online aliases. Spencer has also composed several songs and musical albums that are used in the YouTube videos. In addition, he manages and maintains over 40 different social media accounts on sites such as Facebook, Twitter, Pinterest, Google Plus, Blogger, Reddit, Stumble Upon, and More! In short, Spencer has learned to dabble in almost anything and he pours out his passion, knowledge, and experience for anyone who wants to learn what he has learned.

Spencer has an extensive domain name portfolio, which he modifies regularly depending on which domains he buys and sells at the time. He has created and designed hundreds of websites, and currently manages and maintains over 60 different sites. Many of his domains are listed for sale on places like GoDaddy, Sedo, AfterNic, Flippa, and eBay. Spencer is also a part of several different affiliate-marketing businesses, he has created and hosted webinars, learned the ins and outs of email marketing, and is always willing and ready to learn something new. Take a look at his website www.spencercoffman.com and check out all of the great resources he has to offer.

Table of Contents

Introduction

Chapter 1: Begin with Acceptance

Viewing Mistakes as Lessons

Don't Be Afraid to Admit Your Mistakes

Replacing Unhealthy Thoughts with Healthy Ones

Training Methods

Learning to Accept and Move On

Chapter 2: Check Your Mindset

Look Forward, Not Backwards

Give Yourself Credit

Goal-Oriented Mindset

Giving Yourself Time and Patience

When You Fail

Lifelong Goals

Chapter 3: Unplug

Unplug in the Morning

Be the Boss of Your Weekend

Take Time Off – Completely

Go Off the Grid

Tech-Free Activities

Live in the Moment

Chapter 4: How To Declutter Your Surroundings

Set Time Aside

Where to Start

Simplify Your Rooms

Sorting Through

Make a Profit

Tackle the Closets

Your Work Area

Your Computer

Chapter 5: How To Put Daily Meditation Into Action

Meditation to Reduce Stress

Meditation for Better Energy

Meditation for Relaxation and Rejuvenation

Better Awareness and Focus

Better Patience

Oneness With the World

[Meditation for Reduced Pain](#)

[Chapter 6: Practice Gratitude Daily](#)

[Develop Better Relationships](#)

[Improve Physical Health](#)

[Improve Mental Health](#)

[Increased Empathy and Sensitivity](#)

[Better Sleep](#)

[Improve Your Self Esteem](#)

[Increase Your Mental Strength](#)

[How to Practice Gratitude](#)

[Chapter 7: Simplify Your Meal Plan](#)

[Healthy Gut, Healthy Mind](#)

[Boost Your Brain Power](#)

[Happiness-Inducing Foods](#)

[Foods to Increase Serotonin](#)

[Eating More Vegetables](#)

[Active Cultures](#)

[Emotional Benefits of Eating Well](#)

[Chapter 8: Organize Your Finances](#)

[Decluttering Your Bank Account](#)

[Tackle Your Debt](#)

[Consolidating Your Debt](#)

[The Debt Snowball](#)

[Save Money](#)

[Benefits of Organized Finances](#)

[Chapter 9: Remove Toxic People](#)

[Toxic People vs. Difficult People](#)

[Controlling](#)

[Disregard](#)

[Constant Taking](#)

[The Effects of Toxic People](#)

[Removing The Toxicity](#)

[Chapter 10: Creating a Personalized Plan and Putting it Into Action](#)

[Conclusion & Recap](#)

***If at any time you wish to return to the table of contents. Click on the section heading.**

Introduction



What would you give to be happier? Do you have a lot of belongings, a large group of friends, and a glowing career, but still don't seem to be able to find the inner peace and happiness that you long for?

All of us at, some point or another, have wished that we were happier than we are. Whether we feel like our lives are moving too quickly, or stress is mounting up and becoming unbearable, there are many reasons for people to feel unhappy. Even in situations where it doesn't seem like they would have any reason to be.

In this book, you'll learn how to simplify your life and strip away the stress that is in it. As a result, you will become happier and more fulfilled.

Do you want to learn how to accept your current situation and work with what you have to result in leading a happier life?

Do you want to learn how to live life happily without a constant need to be connected via electronic devices, and understand how unplugging can help you to relax and de-stress?

Do you want to be able to unclutter your surroundings at home and work in a way that's so effective; it has a calming effect on your cluttered mind?

Is taking control of your diet and your finances to become healthier and wealthier something that you'd love to do, but aren't quite sure how to muster up the motivation to get started?

Would getting rid of those toxic people in your life, and all the drama that tends to unfold around them, make you happier, but so far you haven't been able to get together the courage to cut them off?

In this book, you'll learn how to do all of this and more. Scaling back, simplifying your life, getting rid of the unnecessary, and hanging on to the things that you're truly grateful for can help to lift your mood, eliminate stress and anxiety, and make you feel much more motivated to be the best version of yourself and feel truly happy and content with what you have.



In this book, you'll learn how to:

- Accept and learn from your mistakes;
- Train your mind to replace negative thoughts with positive ones;
- Set and achieve your short and long term goals for happiness;
- Minimize stress;
- Create stronger relationships with family and friends by living in the moment;
- Take control of your own happiness;
- Reap the benefits of meditation;
- Be grateful more often;
- Choose foods that boost good mental health;
- Gain control of your finances, and
- Remove toxic people from your life.

Read on to discover how filling your life with extra stuff won't give you the inner peace that you crave – the answer is in simplicity.

Visit <http://www.spencercoffman.com/relax-and-unwind/> to continue reading this eBook. Show the author your support and [purchase Relax And Unwind for only \\$2.99!](#)