

Fog-Free Daily

Busy. Buried. Behind?

A 20-minute reset to create clarity in the AI era, get your momentum back, and unlock your potential.

Clear one surface. Move one thing forward.

Pick one surface.

Choose one place that feels heavier than it should.

- ☐ **Desktop**
- ☐ **Downloads**
- ☐ **Inbox**
- ☐ **Notes**
- ☐ **Browser tabs**
- ☐ **One project folder**

Set a 20-minute timer. You are not fixing your whole life. You are making one place easier to use.

Move fast. Keep what matters.

01 Keep

You need it now or know where it belongs.

02 Move

It matters, but not here.

03 Delete

It has done its job.

04 Decide later

If you cannot choose in five seconds, put it in one temporary pile.

Goal: less searching. Less switching. One clean surface.

Find the next clear move.

Choose one open loop. Then make the next action visible.

01 Choose

Pick one thing that has been following you around.

02 Write it

Write the next action in one plain sentence.

03 Do it

Give it eight minutes. No cleanup side quests.

04 Leave a restart point

Write where you will pick it up next time.

Stop when the timer ends. A small finish counts.

Fog-Free moment.

When the fog lifts enough to move, write it down.

Date

One thing I cleared

Next clear move

How I feel now

Share the video

Pass a Fog-Free moment to someone who needs it.

transformby10x.ai/fog-free-daily-share