RAPID & RADICAL MINIMALISM

5 RAPID & RADICAL STEPS TO MINIMALISM FOR A FAST-PACED MODERN LIFE

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There are four kinds of minimalism that I want to share with you that matter in this fast-paced modern life. One is Mental Minimalism. Second, Digital Minimalism. Third, Physical Minimalism. Fourth, Choice Minimalism.

Mental Minimalism means a mind that is truly present and focused on what matters, a mind that is removed from anything that is not serving it. This would allow you to think straight to the bottom line and not waste any time or mental energy. This is something that you can’t achieve right away, but something you get better at doing with practice.

In any scenario, there’s always an objective born out of motivation, and we must examine whether it would be worth the attention considering the circumstance. In other words, the question to ask is what do you want? What does he want? What does this place want? Then determine the motivation. This helps you add anything that is connected to the desired result, helping you get a clearer picture. The end result: Would it make a good difference or would it matter?

Should I get hung up with unnecessary worry? Should I obsess about what others think? And so on.

Note that mental minimalism doesn’t mean eliminating or dismissing other necessary thought processes and variables. Factual bodies of knowledge are still meant to be accumulated or pursued. The more critical variables that are taken into consideration, the better. We cannot cherry-pick. The aim is to train yourself to think rapidly across all variables that matters with precision and being in tune with reality, moving your mental resources to what matters for you and anybody you may be interacting with at a given moment.
For instance, talking about politics may or may not be a waste of time. It’s something I try to minimize or don’t even do when I know I’m dealing with an emotionally immature person who just wants to be right. More so, I know that it wouldn’t help me get closer to my goals. But if it’s someone on the fence, or at least someone with some rationality, then it could be worth the discussion. On some occasions, it may be worth it. It really depends on the circumstance.

It’s about being in a state where you know you can really make a difference, be it to yourself or others, in any given moment. So put all your mental resources and focus on what truly matters and put your priorities in an order where you think you can make a difference. Be honest. Be truthful. Be congruent.

Men who are honest about their motivations can easily know what to say to an attractive woman at a given moment. If their motivation is just to get some quick validation or just to show off, then it wouldn’t get anywhere. It would just be a waste of time. But if it’s meant to nurture an honest relationship, even when rejected, then it’s still worth it because a lesson can be learned.

Again, focus on what really matters. Understand your wants and motivations. Understand others as well. Would it make a difference? Ask these questions to know whether it’s worth the mental energy. This will lead you to declutter yourself from unnecessary thoughts that can just end up distracting you. It helps you become as productive as possible on a daily basis. It helps you find meaning, not just for yourself, but to give to others as well.

Mental minimalism matters a lot, especially when you have goals that you are trying to
achieve beyond just being happy and secure. It means acknowledging that your mind needs break from a lot of information (especially unnecessary ones) and giving credit to its limitations. Our minds have limited mental energy.

**Digital Minimalism** means efficient use of digital technology in relation to your life. This means setting limits on when to use your computer, smartphone or gadgets. We can either be in control of our gadgets or our gadgets are in control of us. We can also maximize the use of our gadgets to improve our lives or make things worse for us.

Later, as you read the five steps to rapid minimalism, you will get recommendations on how to apply digital minimalism.

**Physical Minimalism** means efficient physical movement and use of physical resources. This is actually the first thing that usually comes to mind when the word minimalism is used; understanding the impact of material resources in our lives and whether we are still in control of the things we own or the things we own are controlling or enslaving us.

For example, getting a reliable vehicle would help lessen unnecessary time and energy on costly automotive repairs unless it’s a hobby you love or something that benefits you (i.e., you’re a car person and working on your car fulfills you emotionally). The goal of minimalism is to help you maximize value and focus on the things that are important to you.

**Choice Minimalism** is about downsizing on the choices you have to make. Think Facebook founder Mark Zuckerberg’s daily outfit. He wears the same style of outfit every day. According to him, with so many decisions that he has to make, he has to make many
choices simpler. Choices eventually wear down your mind. It’s called decision fatigue.

Any kind of minimalism is about limiting impact or stress, thus giving one more energy for the things that actually matter. In other words, it all boils down to managing energy and time, and, again, directing them to where they really matter.

Now, to achieve rapid & radical minimalism, creating a synergy with these four kinds of minimalism is ideal. I chose these four because I believe they are a good match to this fast-paced, modern life. Decluttering or cleaning up your thoughts from many unnecessary things (Mental Minimalism) can be assisted further by technology (Digital Minimalism), eliminating many unnecessary material stuff (Physical Minimalism), and not having to stress on making too many decisions (Choice Minimalism).

I created a 5-step process to achieve Rapid & Radical Minimalism that involves these four kinds of minimalism.

1.) START DIGITIZING EVERYTHING AS MUCH AS YOU CAN.

With the cost of encrypted cloud technology or external hard drives going down, and the advancement of the internet and many technologies, the use of paper and other physical products is decreasing exponentially. This digitization helps sort or manage documents and information easily.

There was a time when I had a lot of papers everywhere in my home. I started digitizing everything I saw, including many of my old photo albums. I told myself, if I can bring everything in my life with me in a tiny cube like
the *Allspark* in Transformers, and be able to reproduce my life somewhere else, it would be awesome.

Note that this is just advice. It’s not a professional mandate. I recommend you get advice from your attorney because this would cross paths with important documents.

Before you start scanning everything, here are two kinds of documents you need to note: 1.) **Copy Documents** and 2.) **Hard Documents**. *Copy documents* are essentially just copies. For instance, the receipt you get from a store is a copy. A photocopy of a lease agreement from your landlord is just a copy. A lot of the copies we get on a day-to-day basis are essentially copy documents. Copy documents can just be digitized and shredded right away. The digital copy you save can be printed easily and it would be the same thing.

*Hard documents* are important ones like deeds, titles or tax returns. For contracts, if it’s just a copy, then you may digitize it. But if it involves original signatures, then it’s a hard document that needs to be both **physically and digitally saved**. The key is that if it includes original signatures or important seal, or if it’s a legal or government document and most likely necessary to be presented later on, then it’s a hard document that must not be shredded.

Depending on the circumstance, you may also need to save some papers temporarily, as it can be evidence for something at a later time; this is really up to you to sort and decide which of the many papers in your house are important to physically keep (i.e., appliance warranties, tickets that may be refunded, etc.). For this, I recommend that you have a **safety paper bag** for documents you can’t shred right away, but you may be able to shred.
later, with the following rule: whatever goes to the safety bag, a digital copy is made if necessary for reference or later use. If it’s just a brochure of an item you want to buy, then you may not even need to scan it. A receipt that you may need for an item return within 30 days is ideal for a safety paper bag, but you may or may not scan it.

On my work desk, I have a couple of trays. The first tray is for copy documents. The second tray is for hard documents that I receive. Copy documents are scanned and shredded right away. Hard documents are scanned and physically saved. Others are thrown away like a promotional brochure after I’ve saved the information. The others go to the safety paper bag. That’s it.

Hard documents are then sorted out and kept in a safe place. From my experience, around 90%-95% of the clutter I had were copy documents. 5%-10% are hard documents. If you are a businessman or a celebrity and sign contracts left and right, chances are the copies are already with your attorney and you may just get the digital copies.

The key is to always distinguish copy documents versus hard documents, and to have a safety paper bag. Another important key is that if anything happens, like a natural disaster, you will have digital copies as backup.

For easy review: 
**Copy documents:** Scan and Shred. 
**Hard documents:** Scan and Physically Save. 
**Safety paper bag:** Scan if needed, Temporary Save, Shred later.

If it’s an original digital document, then there’s no issue there because it’s digital already.

Now, like papers that need to be shredded from time to time, you may have the need to clear your digital files as well due to storage

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size limitations. A 1TB hard drive can still fill up easily, so a cleanup can be necessary periodically.

Books, old CDs, old appliance manuals - I saved them all digitally and later deleted many of them when they were no longer needed to free up some digital space (i.e., for music or media that nowadays are mostly streaming). The same goes for old documents that were no longer relevant for me; they can easily be deleted.

But hey, that’s just me. It’s up to you how you handle your data. Make sure you have backups just in case and encrypt your drive (cloud or local).

2.) MINIMAL FASHION

You don’t have to go full Mark Zuckerberg, but there’s plenty of cool looking plain styles of clothing that are fashionable and appealing. For men, you may just need 4 T-shirts, 4 dress shirts, 2 pairs of jeans, 1 pair formal black pants, surf shorts, khaki shorts and sporty shorts, 1 pair of black leather shoes, 1 pair of sneakers and 1 pair of basketball shoes, 1 leather jacket, 1 winter jacket, 1 sweatshirt. Some colognes. And, of course, underwear and socks.

For women, I know it’s a different story, but I heard it’s workable too, with a parallel configuration to that of men’s. I have heard that women don’t like to be labeled as “outfit repeaters,” thus having many pieces of clothing that create several combinations helps. Dresses can easily be remembered for outfit repeat. But, if you are taking this radical
minimalism seriously, don’t be afraid or embarrassed to repeat outfits. Huffington Post founder Ariana Huffington encourages women to repeat outfits, especially the ones they love, if time and energy are important.

There’s plenty of YouTube videos for men and women that would make it easy to be on traveler mode or simply to minimize decision fatigue when it comes to clothing, including minimalistic styles that will still make you look and feel fashionable.

This is something I had to revisit at the time of writing, as I’ve became lazy since I got my own place again. I ended up accumulating some old clothes that I don’t really wear. But when I experimented with minimalism, I was able to fit all of my clothes in one suitcase.

Right now, I have to start donating or throwing out old clothes that I don’t really wear that much and start a new set of clothes that would help me become more efficient yet still look fashionable at the same time.

3.) MINIMAL OWNERSHIP

Assess your living situation. Declutter as much as you can. Sell whatever you can. Sell or get a reliable car. Move to a smaller place if you have to. I’m not saying to give up everything you own. I’m just saying that, most likely, 90% of what you own can be thrown away and your location may not be ideal to the lifestyle you want to have. For example, an expensive chair at the corner of your apartment may better be sold than gather dust. You may have a huge place, but your social life is suffering. Subscriptions you don’t really pay attention to can save you a great deal of money; try cutting cable TV because everything is streaming nowadays.

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In big cities like New York, Tokyo, Hong Kong or Singapore, many are able to live in smaller spaces. When I moved closer to downtown Los Angeles, I realized how it’s workable to live in a room or share an apartment with others without having too much, while being able to enjoy being close to many happenings in the city.

With minimal ownership, it allows you to give more room to things that you really want to own or things you want to experience.

With the appeal of a mobile lifestyle or a travel nomad, many are even taking it further by living in their vans. I recommend you check out videos in YouTube of many who converted vans into their homes, allowing them to wake up anywhere they like.

4.) MINIMAL COMMITMENTS

While it’s good to diversify our identities that help enrich us, we also cannot stretch ourselves too thin. We all have limitations. Our bodies and minds can only do so much. This is where you have to ask yourself if you’re committing yourself to many things or stretching yourself way too thin.

No one is immune, not even the real life Iron Man Elon Musk, who recently admitted that he is overworked after having some Twitter mishaps. It is said that the Board of Directors at Tesla have been looking for quite some time now for a Chief Operating Officer who could deal with the day-to-day operations to help take some load off of Elon Musk.
5.) MAXIMIZE EXPERIENCES

At the end of the day, what is life if you can’t experience it? Or if you can’t at least be present to enjoy it? Minimalism is mainly about leaving more room for what’s important, and the previous points are meant for you to maximize life experiences. Experiences are much more important because they are the ones that would eventually make us happy. It’s through experiences that we learn and find meaning. Psychology teaches us that we are happier not because of material things, but because of being exposed to a myriad of things that engage us emotionally, physically and mentally. Under the context of Positive Psychology, material possessions don’t really provide that. We are happier when our social and emotional needs are met.

Instead of buying a car that may be a burden financially, get a reliable old SUV or minivan that would allow you to take road trips to many places. Instead of spending $1000 on a new TV, get a used TV and save the extra money for a trip or a party. Or invest it on things that are more important to you.

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Hi, my name is Mac, I’ve been writing and giving advice online for years now. I’ve had the opportunity to help people who are dealing with various life issues - from men who were dumped or recently divorced to women who’ve been in successive abusive relationships.

One of the biggest things I notice is how many of us have become confused, especially us men. We’ve become confused on how to express our needs, wants and desires. We’ve also become confused in regards to understanding ourselves and others.

I don’t claim to know everything. But a major area that I’ve come to see as very helpful to a lot of people is the area of personal development. Personal development is a vast area of knowledge, and if you take time to observe, a lot of the issues we deal today - from dating, building & sustaining relationships to improving productivity, finding a job and many more - all root from expanding our knowledge about ourselves and the world. They’re practically issues of personal development underneath.

Over the years, through my own failings and successes, I’ve come to witness human nature at its core.

I’ve lost friends who I’ve come to know are basically toxic. I’ve witnessed people who make a lot of money but are unhappy. I’ve witnessed a fulfilled rich man who doesn’t own a lot of things. I’ve witnessed what defines healthy relationships.

I’ve come to question my beliefs. I’ve come to question a lot things.

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Through *Project Man Beyond*, I hope to help spread awareness, educate, and empower many of us to live life.

**UPDATE:** Currently, I’m finishing writing a book on narcissism, and after that, I will be releasing programs on confidence and mindfulness. If you have signed up already, you’ll be updated on their releases. If you haven’t, you may sign up [here](#).

I’ve decided to focus on giving away free EBooks, which includes the one you’re reading, more than sending weekly personal development tips that can just add up as extra clutter in your inbox. Thus, I would like to only send you what truly matters.

I give free advice through my blog and via e-mail. If there’s a topic you would like me to write about or you have a question, please feel free to [contact me](#).

Looking forward to hear from you.

Best,

Mac Rivera

Founder

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