

Organize Your Space

Declutter

one project at a time

Step 1

Plan 30min-1hr .
Be sure to select a space based on the time you have set aside for the project.
Suggestions: linen closet, "stuff" drawer, main entrance, bathroom vanity, dresser- top and/or drawers
When you are ready set a timer and commit to the time, when the timer goes off STOP! Leave energy and motivation for the next declutter challenge on your list.

Step 2

Be sure to have your supplies ready, remember; you are NOT ORGANIZING, you are decluttering. You will need comfy shoes dress the part , turn on your favourite podcast or music grab a garbage bag, donation bag/box, bucket of water and cloth, broom and maybe a mop

Step 3

Get started, look for garbage/recycle items first. YES, every space has it. Don't PULL everything out! Go item by item. We don't want a HUGE mess.

Step 4

Identify the items that don't belong in that space and bring them to right room/storage. Don't create piles, it leaves you with more tasks at the end of the process.

Step 5

Identify donations, these are items which have served their purpose and are in good shape for someone else to use and enjoy.

Step 6

Downsize your items, your space is your container. Here are a few questions to ask yourself:
*keep what fits you/them NOW
*seasonal items, remove / sort
*do you use this item?
*Did you remember you had the item? hmm... maybe it is a donation?
*while sorting if you come across multiple of one item such as 12 pairs of scissors chances are good you don't need that many, think about donating

Step 7

CLEAN your space, wipe it down you will be thankful , there is nothing like a refreshed space.

Step 8

Sort the space, be sure items fit neatly . The goal of decluttering is to be able to put things away with ease, if it is a challenge to put it away...guess what? it will be left out once again.



**This process is over and above your 10min daily pick up.
DO YOUR DISHES!