

# Home Organization *Guide*

A guide to organizing your home!



Happee Helper

A HOW-TO GUIDE

# Find Inner Peace Through Decluttering

Happee Helper



NICE TO MEET YOU!

# Hi! I'm Lisa Happee

My goal is to help balance and simplify my client's life. As a professional organizer of ALL areas with over 30 years' experience, I implement REAL organization for REAL people. My reward is how you feel when I am done!



I started my own company July 2020, fully licensed, bonded, and insured...Happee Helper! I am now organizing a healthy routine for my clients, whether it is a professional organization of their home/office/work area or garage/playroom, or a healthy meal program where I participate in their meal prepping (no GMO!).

Let's get your house in order! I work diligently, quickly and efficiently so there won't be any standing around time. Set up a consultation so that I may give you a proper quote. Happee Helper is booking out months in advance so grab your spot today!

*-Lisa  
Happee*

## CHAPTER ONE

# Understanding Simple Living

## What is simple living?

Simple living is a lifestyle choice characterized by a deliberate pursuit of a life that is less materialistic, less cluttered, and more focused on what is essential and meaningful. It's about consciously simplifying various aspects of life to prioritize experiences, relationships, personal growth, and overall well-being over material possessions or excessive consumption.

Here are some key aspects of simple living:

### 1. Minimalism:

Embracing minimalism involves reducing clutter, owning fewer possessions, and focusing on quality over quantity. It's about letting go of unnecessary belongings and keeping only what serves a purpose or brings genuine joy.

### 2. Mindfulness:

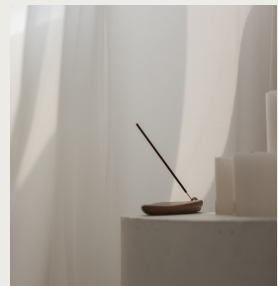
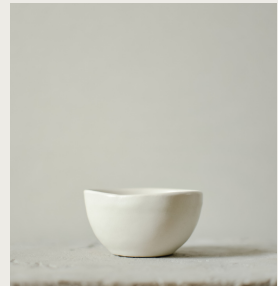
Living simply often involves mindfulness, being present in the moment, and appreciating the little things in life. This includes being mindful of consumption habits, spending time with loved ones, and finding joy in everyday experiences.

### 3. Sustainability:

Simple living often aligns with a desire for sustainability. It involves making environmentally conscious choices, such as reducing waste, opting for eco-friendly products, and minimizing one's ecological footprint.

### 4. Financial Freedom:

Simplifying one's lifestyle can lead to financial freedom by reducing unnecessary expenses. This might involve living within one's means, avoiding debt, and saving money for experiences or meaningful investments rather than solely accumulating possessions.



**5. Focus on Relationships:**

Simple living emphasizes building and nurturing relationships with family, friends, and the community. It prioritizes quality time spent with loved ones over material pursuits.

**6. Health and Well-being:**

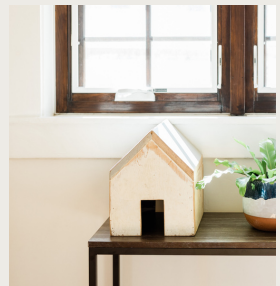
Simplifying life often leads to a focus on personal well-being. This can include practices such as meditation, exercise, healthy eating, and finding a balance between work and leisure.

**7. Contentment and Gratitude:**

Simple living encourages cultivating a sense of contentment and gratitude for what one has, rather than constantly striving for more. It involves finding happiness in the present moment and appreciating life's simple pleasures.

Simple living is a highly personal journey and can manifest differently for each individual. It's not necessarily about depriving oneself of comforts but rather about consciously choosing what truly matters and brings fulfillment, while shedding the unnecessary distractions that often clutter our lives.

*Keep it simple. Do  
more of what you love.  
-Lisa Happee*



## CHAPTER THREE

# How To Tackle Decluttering

**General Tips Before You Begin:**

- Set a realistic timeframe for decluttering each area to avoid feeling overwhelmed.
- Gather necessary supplies: boxes for sorting items (keep, donate, trash), trash bags, labels, markers, cleaning supplies, etc.
- Work methodically, tackling one area at a time to maintain focus and progress.

**Decluttering Checklist by Room/Area:**

## 1. Living Room:

- Remove any items that don't belong in the living room.
- Sort through books, magazines, and newspapers. Donate or recycle ones you don't need.
- Declutter shelves, entertainment units, and coffee tables from unnecessary items or decor.
- Evaluate furniture and consider removing or rearranging pieces that contribute to clutter.

## 2. Kitchen:

- Clear countertops of unnecessary appliances or items. Store only the essentials.
- Check cabinets and discard expired food, duplicate utensils, or items you no longer use.
- Organize pantry items and group them by category for easy access.
- Go through the refrigerator and freezer, discarding expired or unused items.

## 3. Bedroom:

- Declutter clothing by sorting through closets and drawers. Donate or discard clothes you no longer wear.
- Organize accessories, shoes, and jewelry, keeping only those you regularly use.
- Evaluate bedding and linens, keeping only what's necessary and in good condition.
- Remove items from bedside tables or dressers that contribute to clutter.

## 4. Bathroom:

- Dispose of expired medications, skincare products, or toiletries.
- Organize cabinets and drawers, keeping only necessary items.
- Declutter countertops and shower/tub areas by removing excess items.
- Check towels and washcloths for wear and tear, keeping only those in good condition.

5. Home Office/Workspace:

- Organize paperwork and files, shredding or recycling documents you no longer need.
- Declutter desk space from unnecessary items or old office supplies.
- Evaluate electronics and cables, discarding non-functional or outdated devices.
- Sort through books or reference materials, keeping only what's relevant and useful.

6. Storage Areas (Garage, Attic, Basement):

- Sort through items stored in these areas, categorizing them for keep, donate, or discard.
- Evaluate seasonal items, keeping only those you use or need.
- Organize tools, sports equipment, or hobby supplies, disposing of broken or unused items.
- Consider installing shelving or storage solutions to better organize these spaces.

7. Miscellaneous:

- Go through sentimental items, keeping only those that hold significant value.
- Sort through children's toys, games, or hobby materials, donating or discarding ones no longer used.
- Assess electronics, old gadgets, or cables, recycling or donating those no longer needed.

After Decluttering:

- Properly dispose of trash or items to be recycled.
- Donate items in good condition to local charities or shelters.
- Create a system to maintain organization in the areas you've decluttered, implementing regular tidying routines to prevent future clutter buildup.

**Remember, decluttering is a gradual process. It's okay to take breaks and tackle one section at a time to avoid feeling overwhelmed. Celebrate your progress along the way!**



## CHAPTER TWO

# The Benefits Of Decluttering

Decluttering, the process of removing unnecessary items and organizing living spaces, offers numerous benefits that positively impact physical, mental, and emotional well-being. Here are some key benefits of decluttering:

**1. Reduced Stress and Anxiety:**

A clutter-free environment promotes a sense of calm and reduces stress. Clutter can overwhelm the mind, making it harder to focus and causing feelings of anxiety. Clearing out unnecessary items creates a more peaceful atmosphere, aiding relaxation and mental clarity.

**2. Increased Productivity and Focus:**

A tidy space leads to better concentration and productivity. Removing clutter minimizes distractions, allowing you to focus better on tasks at hand and boosting overall efficiency.

**3. More Space and Organization:**

Decluttering creates more physical space in your home, making it easier to move around and find things. Organizing belongings in a systematic manner helps in locating items quickly and maintains a sense of order.

**4. Improved Mood and Well-being:**

A clutter-free environment can positively impact your mood and mental well-being. It fosters a sense of accomplishment and satisfaction, promoting a happier and more positive outlook on life.

**5. Better Sleep Quality:**

A tidy bedroom can lead to better sleep. A clutter-free sleeping environment can contribute to a more restful and relaxing sleep, as it reduces visual distractions that may disrupt sleep patterns.

**6. Enhanced Creativity:**

A clear space often stimulates creativity. Decluttering opens up mental space, allowing for more creative thinking and inspiration to flow freely.

**7. Easier Maintenance and Cleaning:**

With fewer items to manage, cleaning and maintaining your space become more manageable and less time-consuming. It simplifies the process of keeping your home tidy on a day-to-day basis.

**8. Clarity in Decision Making:**

Simplifying your environment can lead to clearer thinking. Having less clutter can help in making decisions more easily and quickly as it reduces mental noise.

**9. Social and Personal Well-being:**

A clutter-free environment can positively impact relationships. It makes your home more inviting, encouraging social interactions and enhancing feelings of comfort and hospitality.



## CHAPTER THREE: HOW TO TACKLE DECLUTTERING

# Niche Decluttering Tips for Different Spaces in Your Home

Space in Your Home	One Task To Get You Started
Home Office	Digital Decluttering: Unsubscribe from ten unnecessary email lists and delete ten old files from your computer. Yep, just ten of each.
Bedroom	Clothing Decluttering: Identify clothes that you have already decided to donate and actually donate them!
Bathroom	Beauty Product Decluttering: Discard any expired make up and skincare products.
Kitchen	Appliance Decluttering: Get rid of at least one appliance that is nice to have but not used often.
Living Room	Media Decluttering: Sort through books, magazines, games and media and donate five of each type.
Garage	Tool Decluttering: Organise tools by function and get rid of any duplicates or broken items.
Storage Space	Memorabilia Decluttering: Make two piles. The first with items that hold significant sentimental value and the second with the remaining items. After one month, revisit the second pile and consider if it could be discarded.

**Move forward.  
Good things are  
up ahead.**

CHAPTER FOUR: SUSTAINABLE LIVING

# Sustainable Living in a Family Home



### Energy Efficiency

Reduce energy consumption by making changes to lighting, heating, and window treatments.



### Renewable Energy

Explore the use of renewable energy sources like solar panels and wind turbines.



### Smart Home Technology

As necessary, incorporate smart home technology to improve energy efficiency and reduce waste.



### Reduce and Reuse

Recycling can be a stressful enterprise, so make an effort to minimise waste and conserve resources.



### Composting

Start a compost pile or bin to turn organic waste into nutrient-rich soil for your garden.



### Semi-Zero Waste Living

A true zero waste lifestyle is unlikely, so do the best that you can to reduce your use of single-use items.



### Water Conservation

Implement water-saving measures in your home and reduce water waste.



### Grey Water Systems

If you own your home, consider installing a grey water system to reuse water from showers.



### Rainwater Harvesting

Collect rainwater to use for watering plants and other non-potable uses.

Find Inner Peace Through Decluttering

**Live in the  
moment.**

## CONCLUSION

# Just The Beginning

Decluttering isn't just about organizing physical spaces; it can significantly contribute to finding inner peace and tranquility. Here's how decluttering can lead to inner peace:

Clearing Mental Clutter, Embracing Minimalism, Creating a Calming Environment, Letting Go of Emotional Weight, Enhanced Clarity and Focus, Cultivating Mindfulness, and Emotional Healing.

In conclusion, decluttering isn't just about tidying up physical spaces; it's a transformative process that can lead to a sense of inner peace. By simplifying your surroundings and embracing minimalism, you create room for mental clarity, emotional healing, and a deeper connection to the present moment, ultimately fostering a sense of tranquility and inner contentment.

*-Lisa  
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