

Clear the Clutter Reset

[Start Here](#) | One focused 20-25 minute session

Make one small space work better in 20-25 minutes

You do not need to reorganize your whole home to create a little room. Choose one small surface, drawer, or digital folder. This guide helps you finish a defined area instead of turning a quick reset into a bigger project.

01 Define The Finish Line: Two Minutes

Choose a space small enough to finish today. State its purpose: a place to prepare food, find keys, or locate current files. Set a 20-25 minute timer.

02 Sort: Ten To Twelve Minutes

Use three groups: keep here, move elsewhere, and release. Stay within the chosen area. If an item needs a decision, set it aside for a short final review.

03 Reset: Five To Seven Minutes

Return only what supports the space's purpose. Put frequently used items within easy reach. Move the other groups to a clear next destination.

04 Close The Loop: Three To Four Minutes

Finish what you can before the timer ends. Name a date for any remaining decisions or donations. Take a photo or note what is easier now.

What This Could Look Like

Space: the entry table. Purpose: find keys and leave on time. Keep: keys and one mail tray. Move: books to the shelf. Release: expired flyers. Follow-up: review the mail tray on Sunday.

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Your Reflection | Make It Personal

Type into the fields and save your copy. Short phrases are enough.

Name / Date

01 My Small Space And Its Purpose

Choose one area. What should it help me do?

02 What Belongs Here?

List the few items that serve that purpose.

03 What Needs To Move, Leave, Or Be Decided?

Give each group a destination or a dated next step.

04 My Maintenance Cue

After ____, I will spend two minutes resetting this space. What will I return or remove?

Choose one useful answer to carry into your next action.

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Put It Into Practice | One Useful Next Step

Finish This Session

Stop at the boundary you chose. If the area is too large, define a smaller finish line rather than extending the project indefinitely.

Make The Next Action Visible

Place donations or paperwork where you will act on them, and put the action on your calendar. Keep walkways clear.

Maintain For One Week

Use a two-minute reset after an existing routine. Notice whether the space is easier to use, not whether it looks perfect.

Words To Make It Easier

"This space is for _____. Today I am clearing only _____. When the timer ends, I will _____."

A Common Snag

Buying organizers before deciding what belongs can add more clutter. Sort first; use what you already have when it works.

My First Step And Its Time

What will I do next, and when will I begin?

A useful space is one that supports your real life.

Want Support With Your Next Step?

SharpenUp coaching helps you explore what matters, work through obstacles, and build small actions that fit your life.

Explore the 90-Day SharpenUp coaching program at sharpenupcoaching.com.