



Blue Couch Therapy

SPEAK YOUR MIND & FIND PEACE

954-993-1646

hello@BlueCouchTherapy.co

BlueCouchTherapy.co

Staying Organized

Use this low-stress way to organize, designed to reduce overwhelm and create momentum.

Keep it gentle and paced.

1. Set a kind intention

Before starting, pause and decide why you want to organize (peace of mind, easier mornings, less clutter).

This helps the process feel meaningful instead of like a chore.

2. Choose one tiny area

Pick a very small space (a drawer, a shelf, a corner of a desk).

Avoid tackling a whole room at once.

3. Set a short timer

Use 10–20 minutes.

Knowing there's an endpoint keeps your brain calm and focused.

4. Take everything out (of small spaces only)

Empty the small space completely so you can see what you actually have.

5. Sort into simple categories

Create quick piles:

- Keep
- Donate/Give away
- Trash/Recycle
- Relocate (belongs somewhere else)

6. Pause and breathe

Before putting things back, take a moment.

Notice progress.

Small wins help motivation and reduce stress!

7. Return only what supports you

Put back the items you truly use or appreciate.

Arrange them so the most-used things are easiest to reach.

8. Give everything a “home”

Assign each item a specific place.

This is the key to keeping spaces organized long term.

9. Close the session with a reset

Throw away trash, place donations in a bag, and return relocated items to their proper areas.

10. End with appreciation

Take a look at the space you improved and acknowledge the effort.

Even one organized drawer counts as progress!



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5-minute Method

Use this simple **5-minute daily organizing routine** designed to keep things under control without stress. Think of it as a small reset rather than a big cleaning session.

Directions: Do each step for 1 minute.

Step 1. Start with one surface (1 minute)

Pick the most visible surface near you (desk, kitchen counter, nightstand). Remove anything that doesn't belong there.

Step 2. Do the "3-item rule" (1 minute)

Put away just three things that are out of place. Small actions build momentum and prevent overwhelm.

Step 3. Reset one tiny zone (1 minute)

Choose a very small spot:

- one drawer
- part of a shelf
- a section of your bag

Quickly straighten or remove clutter.

Step 4. Prepare for tomorrow (1 minute)

Set up one thing your future self will appreciate, such as:

- laying out clothes
- clearing your workspace
- placing keys or essentials in their spot

Step 5. Finish with a micro-tidy (1 minute)

Do a quick sweep: throw away trash, stack items neatly, or wipe a surface.

Key rule: Stop at 5 minutes even if you want to keep going. Consistency matters more than intensity



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Keep the Clutter Away

Use this simple 3-rule minimalism trick to keep clutter from returning. It focuses on awareness, limits, and balance.

Rule 1. The One-In, One-Out Rule

Whenever you bring something new into your space, remove one similar item.

Examples:

- Buy a new shirt → donate or discard one shirt
- Get a new mug → let go of an old mug

This keeps the total number of items stable so clutter can't quietly grow.

Rule 2. The Container Rule

Every category of item must fit inside a specific container or space.

Examples:

- All socks must fit in one drawer
- Office supplies stay in one organizer
- Books fit on one shelf

If the container becomes full, you choose what stays rather than expanding the space.

Rule 3. The 24-Hour Pause Rule

Before buying or bringing home non-essential items, pause for 24 hours.

Ask yourself:

- Do I truly need this?
- Do I already own something similar?
- Where will it live in my space?

This small pause dramatically reduces impulse clutter.

Why this works:

- Rule 1 controls quantity
- Rule 2 controls space
- Rule 3 controls impulses

Together they stop clutter at its source, not just after it appears.

10-10-10 Decluttering Rule

The 10-10-10 Decluttering Rule is a fast, motivating method that helps you make visible progress quickly without getting overwhelmed.

1: Find 10 things to throw away

Look for obvious trash or items that are broken, expired, or unusable.

Examples: packaging, empty bottles, old papers, worn-out items.

2: Find 10 things to donate or give away

Choose items that are still good but you no longer need or use.

Examples: clothes you don't wear, duplicate kitchen items, books you won't reread.

3: Find 10 things to put back where they belong

These are items that are fine but just in the wrong place. Examples: dishes in the living room, papers on the counter, shoes in the hallway.

4: Stop (or repeat if you want)

After you finish the 30 items, you're done for that session.

If you still feel motivated, you can do another round.

***make a plan to drop off your donations:** the date, time, location, and address, and commit to going on that day.