Uncluttering for a New You!

Are you ready for a new start? Are you tired of the clutter, tired of losing things, and wasting time and money? Jeff Davison, author and professional speaker says, "If you think getting organized is time consuming, try disorganization!" Here's a list to help you identify clutter and how to organize a big area.

Definitions of Clutter
- Things that are not used
- Things that were given to you that you don't like or need
- Things that were given to you by someone who caused you pain
- Projects that have been waiting for a long time to be finished
- Supplies/books from projects that no longer interest you
- Memorabilia from people or events in the past that have no value or meaning now
- Things that drain your energy
- Things that have negative connotations or remind you of unpleasant events
- Things that make you feel bad about yourself
- Things waiting to be fixed (they may be broken, torn, stained, or cracked)
- Collections that are displayed or packed away
- Too many things displayed in a small area
- Poor buying decisions (e.g. clothing, furniture, etc.)

Uncluttering and Organizing a Big Area
1. The Big Sort
   a. Concentrate on putting things into categories quickly using signs: Keep, Throw, Sell, Give Away, Donate, Recycle, Fix
   b. If you're not sure, put it in the keep pile.
   c. Stay focused and just sort. Don't read everything or struggle.
2. Purging after the Big Sort
   a. What is your goal? If you want to simplify, have more room, and take care of less clutter, be tough!
   b. Go through things one by one. Some things will be harder to let go of than others. If you haven't used it or touched it in 2 years, let it go.
   c. Assign an objective 'body double': someone to help make decisions.
3. Assigning a Home
   a. Everything needs a home (one area only) or it ends up as clutter.
   b. Make sure you and everyone else knows where it belongs.
4. Containerize
   a. Opaque or solid? Lid or basket? Plastic or wicker? High or low?
   b. Make sure it's easily accessible to all users.
5. Maintain
   a. Take a little time each week to maintain, this is critical.
   b. When things change, and they will, don't be afraid to rework the system.

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