



Basic Uncluttering for a New You!

Are you ready for a new start? Are you tired of the clutter, tired of losing things, and done with wasting time and money? Jeff Davison, author and professional speaker says, “If you think getting organized is time consuming, try disorganization!” Here’s how to identify clutter and how to organize a big area. Let’s break it down:

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 or mended or repaired
- Collections that are not 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. Start on the left and move toward the right; focus on one area at a time.
 - b. Sort items into categories quickly using signs: Keep, Throw, Sell, Give Away, Donate, Recycle, Fix
 - c. If you’re not sure, put it in the ‘keep’ pile.
 - d. Stay focused and just sort. Don’t read everything or struggle.
2. Purging the ‘keep’ pile
 - a. Keep your goals top of mind. If you want to simplify your life, create space for a new business or make more time for the grandchildren, 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. Trust your gut.
 - c. Assign an objective ‘body double’: someone to help make decisions.
3. Assigning a home
 - a. Everything needs a home, or it ends up as clutter and it’s harder to clean-up.
 - 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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