



The Organised You
TAKE BACK YOUR LIFE

DECLUTTERING STEPS

READY TO PRINT AND USE FOR YOUR
BOTTLES OF HOMEMADE CLEANING SUPPLIES



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ESSENTIAL STEPS FOR DECLUTTERING

1. Remove everything from the space that you're going to be working on. You might like to do a bit at a time (i.e. shelf by shelf, drawer by drawer), or remove everything from the area, which will actually give you a clearer picture of what you're working with!

2. Create piles/categories as you remove items, keeping like with like

3. Create or print A4 labels with the following category names:

Keep	Donate	Trash	Recycle
Archive	Sell	Repair	Return

4. Make decisions - go through each pile and touch every item, asking yourself the questions:

- *Do I love this?*
- *Do I really need this?*
- *Does this item bring me joy?*
- *What's the worst that could happen if I let this go?*
- *Will getting rid of this save me time/energy/mental clutter?*

5. Purge anything you do not **need, use or love**. Only keep things that you absolutely cannot part with and are the best of what you own

6. Place items back accordingly and label - *a place for everything and everything in its place*

7. Aim to create/set up great storage systems that are really going to work and can be easily maintained by you and your family members

8. Communicate with family members to clearly explain how the new system works and what they will need to do to keep it functioning well

9. Create rules around how often you will return to declutter the space and mark these decluttering/organising sessions on your calendar now!

Want to be more productive and efficient in your daily life?
Want to create more *calm and order* in your life?

Check out The Productivity Pack:

<https://courses.theorganisedyou.com/p/productivity-pack>

For only \$7, the Productivity Pack will help you to stay on top of your to-do's, set goals, plan your time and create routines, all in one place!