

1. This is about you, not your stuff.

2. Don't worry about making a mistake.

3. Decide how you want to use the room and let that guide what's in it.

5

Simple Steps



to



Tackle the Clutter

4. Your clutter is not a living thing. Don't worry about finding it a new home.

5. Create spaces that make you feel calm.

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Clothes

Don't worry about how much you have; focus on how good you feel in it!

Which clothes do I love to wear?

Put these to one side of your closet.

Which clothes do I never think about wearing?

Take these out of your closet.

Which clothes leave me feeling not so good?

Take these out of your closet, too.

- Sort anything left into these three categories.
- Look through the clothes you never remember to wear.
 - Anything look good? (Like seriously good, not a soft maybe.) That goes back in the closet. Everything else goes in the discard or donate pile.
- Put the discards into a hefty bag and the clothes to donate into a box. Now head back to the closet.
- Group everything by category.
 - Jeans, pants, sweaters, long-sleeved shirts with no collar, etc.
- Then arrange those groups by color.
- Next time you go to grab a blue collared shirt, you'll realize you have three you like but only one you remember to wear. You'll get more use out of everything you have and it will be easier to try new combinations.
- Tip: One of my favorite ways to find new outfit combinations is to take a piece I love, like a sweater, and hold it next to all my other shirts and pants. There are plenty of "Never in a million years" but I'll get a few great new pairings I wouldn't have thought of otherwise.

Paper

I'm a huge fan of David Allen's *Getting Things Done*.
He's got a simple approach to paper. Give this a try.

Can I take care of this in 2 minutes?

Then I'll do it now.

Do I have one place to keep everything I need to get to?

Then I'll put two shallow trays in my house.
One marked "to read" and the other "to act."

Twice a week I will empty those trays.

**I'll create a simple filing system
for anything I can't toss after acting on.**

I'll file at least once a month.

I'll put it on my calendar so I don't forget to do it.

Kitchen

Organizing your kitchen feels daunting because there's a lot of stuff and you need the space to be functional. But not to worry, these questions will get you through.

What could I toss and never miss?

(Random food containers, coffee mugs, menus, old receipts)

What do I never get around to using?

(Old cookbooks, recipes you tore out 3 years ago but never tried
—P.S don't feel bad about this, everyone does it. It's aspirational!)

What is almost empty or expired?

Put all of this in the trash.

Now, how about a little organizing?

What could I put in a more logical or functional place?

What could I group together to make tasks easier to do?

Walking all over the kitchen when you cook? Here's a simple trick.

- Create three zones: prep, clean up, and cooking.
 - Put everything you need for prep in one area to one side of the sink.
 - Store cleaning products and tools on the other side of the sink.
 - Group all the items you use to cook near the stove and oven.

Am I using my countertop as my file cabinet?

Set up shallow "to read" and "to act" trays on the counter and empty twice a week.

Bathroom

These spaces can be natural clutter magnets, which slows you down in the morning and makes it easy to buy things you already have. It's time to whip it into shape!

What's almost empty, expired, or I never use?

Toss it.

Do I have similar items grouped together?

Put things like medicines and first aid in a single box or drawer.

Is all my "morning stuff" in one place?

If it's all in a drawer, get those little drawer organizers from Target or the Container Store. Then you can lift out everything you need in one movement. Use it, and then put it all away. If it's under the cabinet, make sure it's front and center.

Do I actually need all this stuff ON the counter?

Put everything you can into drawers and under the sink.

For things you'd like to keep out, get cool dishes, bowls, or containers to keep your counter looking good.