



Clear Your Clutter

Our personal relationship to our Clutter

Defining our clutter

Why we collect it

Two primary types

Why we hold onto it

The worst thing... your bottom line

What are all the “shoulds”

Sorting through our stuff

Keep your bottom line in mind

If you haven't used it in a year

Useful on a regular basis

Makes a unique personal contribution

Excessive

Your Clutter Contract – a plan we can keep

Pick one room

Break down the problem areas

Prioritize your areas of focus (A – Z)

Plan your time

Set your deadline

Gather support



Clutter Clearing Tools

An impartial friend to keep you on track

Box/bag for recycling

Bag for trash

Box/bag for give-away items

Box/bag for sale items

Box for transition items

Box for items that go elsewhere in home or office

Box for items that go elsewhere in your room

Large permanent marker – a color you will notice

Pen and paper for list of organization needs

Liquids and protein snacks

Good music

2-3 hours undivided attention

New Systems for keeping the clutter out

Command Central/Information Center

How to deal with mail

Coats/shoes/backpacks

Storage items - where to shop