



Questions to Help You Declutter

1. Is this item something I use regularly?
2. If not, is it something I love?
3. Am I keeping this out of obligation or expectation?
4. Am I holding onto this because I *think I should* love it?
5. Am I saving it “just in case”?
6. If this item was missing, would I replace it?
7. Do I have multiples of the same thing?
8. Could something else I own do the same job?
9. Am I holding onto a broken item to fix one day?
10. Is this item worth the time I spend cleaning / storing it?
11. Could I use this space for something else?
12. Does this item help me reach my goals?
13. What is the worst thing that would happen if I let go of this item?



Tips for Staying Organized

- Once you have a space organized and items have a home, work to maintain that space, even if the rest of your home still feels cluttered and chaotic.
- Develop the habit of putting items back in their home as soon as you have finished using them. Putting it away is just as easy as putting it down.
- Spend a few minutes at the end of each day cleaning up and putting things away.
- Accept that there will be times when things will get out of place – that is just part of life! But in your organized space, each item has a home and you can more quickly return it to its home.
- If a task feels overwhelming or if you have a lot of things to accomplish, choose one task on which to focus at a time. Set a kitchen timer or the timer on your phone for a set amount of time. Stay focused on the task for that amount of time, then move on to the next task.
- When “to do” items pop into your mind, write them down on a notepad so that you don’t forget them but commit to staying focused on the task at hand.
- At the end of each day, take a few minutes to prioritize your to do list and choose the 5 or 6 most important things that need to be accomplished tomorrow. Focus on getting those items done rather than a giant list that feels overwhelming.
- Keep a notepad on the refrigerator, and write down items that need to be purchased as soon as you think of them or as you empty a container. Your grocery shopping list will already be made for you. When it’s time to shop, stick to the list.
- Write appointments on a calendar immediately.
- Bring less into your home. Even an organized space can only hold so much.