

TIPS FOR DECLUTTERING

Set Goals

- Write down or make a map of all the rooms and 'clutter hot spots' you want to tackle.
- Give each space a grade based on the severity of the clutter. For example, on a scale of 1 – 3 (3 being the most cluttered), a particularly messy room or closet would get a 3. This will help you prioritize your time.
- Do one room or one space at a time.
- Set completion dates for each phase of your cleanup. Be sure to pick dates that are attainable so you don't get frustrated. If you make it into a declutter challenge for yourself, it may feel a bit more like a game.
- In addition to completion dates, you should plan time to work on specific areas when you expect decluttering those spaces to take longer than a few hours, such as a basement or a garage.

7 Tips for Decluttering

1. The 80/20 rule: When it comes to clothing, we generally only wear 20 percent of the clothes we own 80 percent of the time.

2. Get over sunk costs. In the world of economics, costs that have already been incurred and cannot be recovered are referred to as sunk costs. As you go through the items in your house, most things should be considered sunk costs (except for rare situations where an item may have increased in value).

3. See if it works. If whatever treasure you found stashed away in your house doesn't work, get rid of it.

4. Think of the last time you used it. If you haven't used something you come across in the last six months, you should probably get rid of it.

5. Ask yourself if you love it. This may seem obvious, but sometimes we keep things we aren't completely crazy about.

6. Sleep on it. After you've made the decision to get rid of some of the clutter in your home, sleep on it. If there's something you can't live without, you'll know in the morning. You can pull it out of the junk bin and put it away.

7. Start with small decluttering projects that feel big. Before you commit to an entire room, start with a few small projects that will give you a sense of accomplishment when you're done.

Practical Tips for Decluttering

- **Create storage for everything (hooks, cubbies, bins)**
- **Divide and Conquer**
 - **Completely clean out cabinets and drawers**
 - **Toss out expired medications & food items**
 - **Group like items in labeled baskets, trays, etc.**
- **Cut Counter Clutter**
 - **Assign a home for mail and other paperwork**
 - **Store little used appliances in cabinets**
- **Closets**
 - **Donate unused clothing, shoes, and accessories**
 - **Maintain a basket in your closet for items to donate, when its full drop it off at a charity collection point**
 - **Put items you wear every day in easy to reach places and more formal and seasonal items in the back of the closet or high shelves.**