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**How To Manage Overwhelm**

**&**

**De-Clutter Any Space!**

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Congratulations for downloading your free

“How To Manage Overwhelm and De-Clutter ANY Space” blueprint!

I know how challenging it can be to begin the process of organizing when you are already in a state of overwhelm.

And, just the fact that you’ve downloaded this blueprint means that you are motivated to change.

This blueprint is designed to streamline and demystify the organizing process so that you can get back in the drivers seat, de-clutter your life and create the space for radical change to take place!

Here are a few simple things you can do manage the overwhelm before you de-clutter any space when you’re organizing on your own.

**Don’t set yourself up to fail!**

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**Start Small**

Pick (1) of the following examples to start with:

* A Drawer
* A Bag
* A Box
* A Small Surface (i.e. nightstand, side table or coffee table size)

Starting small sets you up for success. Once you complete your first project it will already begin to build your confidence level. You will feel a sense of accomplishment for completing it on your own.

**Get Connected**

Before you start, stop where you are and take five deep breaths in through your nose and out through your mouth.

This will get you connected to your body and in the present moment.

**De-Clutter:**

The letting go of and removing anything that no longer serves us from our environment and life.

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**How To De-Clutter Any Space!**

**Preparation**

Before you begin get containers/bags for trash, recycle and donation and place them where you will be working.

Grab a multi-surface cleaner, duster and rag to clean the area you are working on.

* Sorting:
	+ Sort like with like into general categories (i.e. office supplies, photos, paper, hardware, tools).
	+ Pull items from where you are working and put them into piles by category.
	+ Do this until you’ve emptied the drawer or cleared the surface.
	+ Clean the container or surface from dust and grime.

Don’t dump the bag or drawer you are working on out onto another surface all in one pile. That has a tendency to make the process more overwhelming all by itself.

Instead take one thing out at a time and put it the pile that matches it’s general category.

At this point, you don’t need to make any decisions about whether to keep or get rid of something unless it is obvious and requires no thought. We want the sorting part to be quick. That’s why we keep the categories general.

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* Letting Go/Pairing Down
	+ Start with the smallest pile first.
	+ Look at each item in the pile and now **this is where you make your decision** to keep, trash, recycle, donate or sell etc.
	+ Move onto the next pile and repeat until you get through all the piles.
* Putting Away/Finding A Home
	+ Once you have decided what you are keeping, put it away.
	+ If it doesn’t have a home, find one or create one even if it’s temporary.
	+ You can put each pile away after you pair it down or you can wait and do them all at once. It is personal preference.
* Cleaning Up
	+ Take out trash and recycle.
	+ Take donated items to donation or have them picked up
	+ If you’re selling items, schedule time to photograph and list what you decided to sell on craigslist, EBay etc. in your calendar so that you will remember to get it done.

**You Have Now Successfully De-Cluttered your space!**

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How does it feel to have completed an area on your own successfully?

Take another few deep breaths here and just take in what that feels like.

Great! Now if you feel energized and would like to continue pick another small area to work on and keep going.

If you are ready to stop for now, get out your calendar and schedule another time for you to repeat this process.

Keep your appointment with yourself. This is how you will begin to re-establish trust with yourself.

As your confidence grows you can begin to tackle bigger areas like the pantry or your closet and even your garage!

I’m so excited that you have chosen to invest this time into yourself to begin de-cluttering your life and making the space for your life to radically change, that to match your commitment, I want to invest in you!

Scroll down…

Keep Scrolling…

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As a gift to you for downloading this

“How To Manage Overwhelm and De-Clutter ANY Space” blueprint,

 I’m offering you a FREE 30-Minute Clear The Clutter Laser coaching session with me.

And usually the only way to get this coaching session with me is through a yearlong private mentorship program so, this is a rare opportunity to work with me personally and get your questions answered.

To take advantage of this offer click this link (info@declutteringspace.com) to email me or copy and paste it into a new email message and tell me that YES you’d like to take advantage of the FREE 30-Minute Clear The Clutter Laser coaching session and I will get back to you to schedule it!

Love & Appreciation,

Mel Robertson

De-Clutter Expert &

Happiness Coach