



DE-CLUTTERING SPACES

"GET ORGANIZED FROM
THE INSIDE OUT"

The Six-Steps To Manage Overwhelm & Organize Any Space!

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Congratulations for downloading your free
"The Six-Steps To Manage Overwhelm and Organize ANY Space"
blueprint!

I know how challenging it can be to begin the process of organizing and the feelings of overwhelm that come along with it. So, just the fact that you've downloaded this blueprint means that you are motivated to change. Yay You! Give yourself a pat on the back!

The purpose of this blueprint is to demystify the organizing process, so that you can get free from clutter and begin to experience increased happiness & abundance in all areas of your life!

"Don't set yourself up to fail!"

Before you get started, I wanted to say a couple things. First of all, start small. Don't set yourself up to fail, by starting in the pantry,



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closet or garage. By starting small, you'll keep things more manageable and it will help you to not get overwhelmed and throw it all back in frustration!

So, by starting small I mean beginning with one of the following:

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

Starting small sets you up for success. And what you'll find is that once you finish your first area using this six-step process that I'm about to share with you, you will already begin to notice a difference in your confidence level. You will feel a sense of accomplishment for completing it on your own. And you may even find that you want to start on another small area.

Secondly, don't start with something you have a lot of resistance with. Start with a category that's easy for you to make decisions about. By making **EASY** decisions in the beginning, you start to strengthen the decision making muscle for the harder stuff later. You wouldn't go and start curling a 30 lb. dumbbell at the gym if you've never lifted any weights would you? No, you would probably start with a 5 or 10 lb. weight instead and build up the strength in your muscle first, right? So remember, don't set yourself up to fail. Keep it small and manageable.



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- **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.

- **Sort:**

- ✓ Sort like with like into general categories (i.e. office supplies, photos, paper, hardware, tools).
- ✓ Pull items one by one from the area you're working and put them into piles by category.
- ✓ Do this until you've cleared or emptied the area you're working on.

Don't dump the bag or drawer you are working on out onto another surface all in one pile. That will make the process more overwhelming all by itself. Instead take one thing out at a time and put it the pile that matches the general category.



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Also at this point, you are not going 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.

- **Clean**

- ✓ Clean the container or surface before you start the next step

- **Decide**

- ✓ Start with the smallest pile first.
- ✓ Look at each item in the pile individually. Now this is where you make your decision to keep, or let go of.
- ✓ Move onto the next pile and repeat until you get through all the piles.
- ✓ Once you've gone through all the piles you'll be left with only what you're keeping.
- ✓ If you're not going to continue working on another area, move on to the next step.
- ✓ If you're going to continue, pick another small area and repeat the previous steps.

- **Putting Away/Finding A Home**

- ✓ Once you have finished going through some of the stuff you've accumulated and have decided what you are keeping, the next step is to go and put it away.
- ✓ If it doesn't have a home, find one or create one even if it's temporary.



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- ✓ You can put each pile away after you finish each area or you can wait and put everything away all at once. It is personal preference.

- **Finish Loose Ends**

- ✓ Take out trash and recycle.
- ✓ Take donated items to donation or schedule to 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 Managed Overwhelm and Organized your space!

How does it feel to have organized on your own successfully?
Take a few deep breaths here and just take in what that feels like for a moment. Look around at the work you did and the space you created!
Congratulations! You did it! Way to go!

Now that you've done it once, you've got to get consistent about making time to do it, so get out your calendar and schedule another time for you to repeat this process. Make a regular appointment with yourself to work on it. It didn't get this way over night, so it isn't going to go away overnight either.

And as your confidence grows, you'll begin to tackle bigger areas like the pantry, your closet and even your garage!