



DE-CLUTTERING SPACES

"GET ORGANIZED FROM
THE INSIDE OUT"

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

Mel Robertson - De-Clutter Expert



DE-CLUTTERING SPACES

"GET ORGANIZED FROM
THE INSIDE OUT"

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

Congratulations for downloading your free
"Seven-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, have clarity and begin to experience increased happiness & abundance in all areas of your life!



DE-CLUTTERING SPACES

"GET ORGANIZED FROM
THE INSIDE OUT"

"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, 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:

- A Drawer
- A Bag
- A Small Box
- A 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 seven-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 keep going and start on another area.

Secondly, don't start with something you have a lot of resistance with.

Start in an area that's easy for you to make decisions about. By making **EASY** decisions in the beginning, you will start to strengthen the decision making muscle for the harder stuff later.



DE-CLUTTERING SPACES

"GET ORGANIZED FROM
THE INSIDE OUT"

You wouldn't go and start curling a 30 lb. dumbbell at the gym if you had 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 treat the decluttering and organizing process the same way!

Don't set yourself up to fail. Keep it small and manageable.

The Seven-Steps To Manage Overwhelm & Organize Any Space Are:

1. Preparation
2. Like With Like
3. Fresh Start
4. Decision Time
5. Homeward Bound
6. Finish Loose Ends
7. Form The Habit



DE-CLUTTERING SPACES

"GET ORGANIZED FROM
THE INSIDE OUT"

• **STEP ONE: Preparation**

- ✓ Find a comfortable place and sit for five minutes before you begin
- ✓ Close your eyes, notice your breathing and feel your feet resting on the floor
 - Notice what it feels like to feel your feet resting on the floor - You may feel heat, cold, tingling, tension etc.
 - Allow whatever you are noticing to be there without trying to change anything
 - Use a timer or a stop watch and spend five minutes here
- ✓ Choose the area you are going to work on: a bag, box, drawer or small surface once you complete the five minutes
- ✓ Gather all the needed supplies:
 - Containers/bags for trash, recycle, shred, give away
 - Cleaning supplies to clean the area you are working on

• **STEP TWO: Like with Like**

- ✓ 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.



DE-CLUTTERING SPACES

"GET ORGANIZED FROM
THE INSIDE OUT"

Tips:

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.

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.

- **STEP THREE: Fresh Start**

- ✓ Clean the container or surface before you start the next step
 - This cleans the area and clears the energy making for a fresh start



DE-CLUTTERING SPACES

"GET ORGANIZED FROM
THE INSIDE OUT"

• STEP FOUR: Decision Time

- ✓ Start with the smallest pile first
- ✓ Take one item at a time and make your decision:
 - keep, trash, recycle, give-away or not sure.
- ✓ 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 adding to the piles you already have.

• STEP FIVE: Homeward Bound

- ✓ Once you have finished going through the piles and have decided what you are keeping, the next step is to go and put it away.
 - Put away items that already have a home and are easy to put away first
- ✓ If it doesn't have a home, find one or create one even if it's temporary.
 - Where does it make sense for you to put it?
 - Where do you use it the most?
- ✓ You can put things away after you finish going through each pile or you can wait and put everything away all at once. It is personal preference.



DE-CLUTTERING SPACES

"GET ORGANIZED FROM
THE INSIDE OUT"

- **STEP SIX: Finish Loose Ends**

- ✓ Review items in not sure pile and box up what you are still not ready to let go of
- ✓ 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.

- **STEP SEVEN: Form The Habit**

- ✓ Schedule time regularly to work on organizing
 - Start small, 10-15 minutes per day and increase as you feel compelled
 - Put it on your calendar like you would any other appointment
- ✓ Make the schedule work for you and your goals attainable
- ✓ Don't over commit
- ✓ Find what works for you

Remember it didn't get this way overnight, so you won't get organized in one session. This is a gradual process that requires your commitment.

As you begin to develop consistency, your confidence will grow and you will begin to tackle bigger areas like the pantry, your closet and even your garage!



DE-CLUTTERING SPACES

"GET ORGANIZED FROM
THE INSIDE OUT"

If staying consistent is a challenge for you consider finding a friend to be your accountability partner or hiring a coach to help you stay on track.

Those are the Seven Steps to Manage Overwhelm & Organize Any Space!

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!

Because you were able to put this process into practice and commit to getting yourself organized, I wanted to give you a special gift to match that commitment. And that is a FREE 30-Minute "Get Free From Clutter Now!" Coaching Call. All you need to do is click the link below and fill out the application. Once I receive your application and I know you are serious, I will send you a link to schedule your FREE coaching session! Sound good?

[Then Click here to fill out the application for your free coaching call now!](#)