



# 8 EASY STEPS TO CONQUER YOUR CLUTTER

Get on track by kissing the clutter “goodbye” with these tips. You and your family can love your space again.

## 1 Get ready to de-clutter

**Arm yourself** with five good-sized containers—packing boxes, laundry baskets, etc.

**Label them** (use a marker or sticky notes) like this:

1. Wrong Room
2. Throw Away
3. Give Away
4. Papers/Magazines
5. Can't Decide

**Now, head for the room** you use most—or *the one most in need of decluttering!*

## 2 Fill your boxes

**Fill box #1 first**, with things that don't belong in this room or in one of the other boxes. When it's full, empty it by taking items to where they do belong. Your kids can enjoy helping with this part!

**Now, sort the rest** of the clutter into the other four boxes. Don't deal with boxes #4 and 5 yet, except to start a new box when one is full.

When the “Throw Away” box is full, empty it in the garbage. When the “Give Away” box is full, take those items out to your car. Get it out of your house! But...

**Don't clean the room!**

## 3 Repeat in each room

Move to another room, and repeat step two. If you can keep filling a box, bring it with

you; if not, start a new one.

**Then, on to the next room** and do it again! But...

**Don't clean the rooms!**

## 4 Take a “Give-Away” Break!

**Stop and enjoy a rest.** Fix a snack for yourself and the kids, sit down and relax for a while...

**Then, get in the car** and go drop off those “give-away” items.

If you need to do this as a separate project on another day, that's okay, too—*just don't wait until your car has the clutter problem!*

## 5 Tackle the Papers

*When you're ready*, sit down with box #4 and start sorting:

If it's not important, throw it out. If you're not sure, move it to box #5.

**Make stacks** for office stuff (bills, receipts, vital documents, etc.), school stuff, leisure reading and any other categories you need.

**Move these stacks** to their “homes,” or create space as needed. But...

**Don't clean any rooms!**

## 6 Box 5

It's called the “Can't Decide” box for a good reason. You may not be able to deal with all of it right now...

But you didn't put it in the “Throw Away” box. So take a little time to go through it, now that everything else is sorted out. Who knows—you may get an idea or two.

When that's done, put what's left of box #5 in the attic or basement, to keep it from cluttering up a room.

*That's definitely a project for another day!*

## 7 Now Clean

**Time for some real cleaning...**

Everything that's left is now back where it belongs. The great part of all this is—*now the cleaning is much easier!*

If de-cluttering took you all day, or left you too tired to do more, you can save this step for another day...

## 8 Celebrate Your Victory Over Clutter!

**Soak in what you've achieved** with one more, well-deserved break.

Brew a cup of tea, put on some music and read your favorite book. Maybe play a fun game with the kids. *Do whatever you like*, for one full hour!

**Congratulations...**

**You are officially de-cluttered!**