

The Decluttering Process - Round 1

Choose a drawer, cupboard or cluttered surface to work through. Decide on exactly what it will be used for. Then use the following checklist to work through that space.

LOCATION

PURPOSE (THIS MIGHT BE 'EMPTY SPACE' IF IT'S A COUNTER TOP OR FLOOR!)

CHECKLIST

Don't agonise over things. This is a quick and easy round to get rid of genuine clutter, rubbish and items you know you do not use.

Take everything out.

Divide it into two piles (belongs, doesn't belong).

Put everything that belongs back.

Look at what's left - make a quick decision about whether you need it or not.

For the things you need, find a proper home for them (remember to keep like with like).

For the things you don't, put them aside to recycle/donate/throw away.

The Decluttering Process - Round 2

It's usually better to leave some time between round 1 and round 2. Work on other areas while you let the changes settle. Choose a drawer, cupboard or cluttered surface to work through. Decide on exactly what it will be used for. Then use the following checklist to work through that space.

LOCATION

PURPOSE (THIS MIGHT BE 'EMPTY SPACE' IF IT'S A COUNTER TOP OR FLOOR!)

CHECKLIST

Remember that self-awareness and self-acceptance are the *keys* to knowing what you need to hang onto. Think of who you are, how you live and the life you want.

Take everything out.

Everything at this stage should belong. Does it? Find a home for anything that doesn't.

Now go with your gut feeling on whether you need each item, or as many of those items as you have. A lot of decluttering is about tuning into **who we are** and **what we want out of life**. Try to ignore the thoughts about just-in-case, spent-so-much-on-it, might-come-in-hand, had-this-for-years or whatever other monologue tends to play when you are making decisions. How does your better life look? Is this item a part of that picture?

Perhaps the indecision is too much - see the lesson on dealing with indecision for ideas on what to do next.

Make sure to donate/recycle/throw away the things that you are not keeping (instead of storing them in another room for another day!).