

ORGANIZING GUIDE-THE PROCESS

AREA

What specific area are you decluttering and or organizing? Is it a shelf, a room, a desk? It's crucial to define the scope to avoid overwhelming chaos. Often we get started and before we know it we have started reorganizing 3 different areas. We don't want to end up exhausted and discouraged with a cluttered mess spread everywhere.

FUNCTION OF AREA

Consider the purpose of this space. How do you intend to use it? Envision the result you want at the end. What will it look like and why? Will it be a room that promotes relaxation, or a functional desk that boosts productivity by having everything you need within easy reach? Be specific in your description.

SUCCESS LOOKS LIKE

Imagine stepping into this decluttered and organized space. Ask yourself why you want it to look, and function a certain way. Dig deep, asking "why" multiple times, if necessary, to uncover the core reasons behind your choices.

SUCCESS FEELS LIKE?

How will it feel to open that drawer or walk into this room? Calm, energized to start a project at this desk, etc? How will your daily life improve? Ask yourself why you want it to feel, and function a certain way. Again dig deep, asking "why" multiple times.

WHY

Reflect on what achieving an organized space will bring you. How will your daily life improve? Answering these questions will define the changes that will indicate a successful decluttering and organization process.

TIME BOUNDARY

Set a clear stop time for this decluttering and organizing session. Consider your upcoming commitments and appointments. Set the alarm a bit earlier than your desired stop time to allow for space to wrap up the tasks and transition smoothly to other commitments. Is what you say you want to do, achievable in this time frame? What could get in the way? What can you do to set it up for success? What can you do in smaller pieces, in 5 minutes, in 10 minutes, so each contributes to the result you want at the end?

SUPPLIES READY

Gather your supplies:

Full water bottle so you stay hydrated and take a moment to recentre and breath
Is the alarm set for respecting your time boundary?

Garbage bags/ boxes/ totes, each designated for different purposes:

Actual garbage







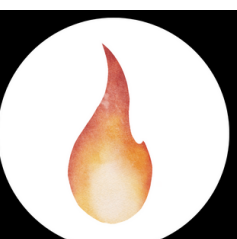
Donations

Items that belong in other areas (the kitchen, bedroom etc.)

Items returning to this space

ORGANIZING GUIDE-WORKSHEET

LETS SET YOU UP FOR SUCCESS. ANSWER THE QUESTIONS BELOW SO YOU CAN START, DO, AND FINISH IN THE SPIRIT OF YOUR ULTIMATE GOAL

	<p><u>AREA</u></p> <p>WHAT AREA ARE YOU FOCUSING ON?</p>	
	<p><u>FUNCTION OF AREA</u></p> <p>WHAT WILL THIS AREA BE USED FOR?</p>	
	<p><u>SUCCESS LOOKS LIKE</u></p> <p>WHAT WILL THIS AREA LOOK LIKE AS YOU USE THIS AREA AFTERWARDS?</p>	
	<p><u>SUCCESS FEELS LIKE?</u></p> <p>WHAT WILL IT FEEL LIKE TO USE THIS AREA AFTERWARDS?</p>	
	<p><u>WHY</u></p> <p>WHAT WILL DECLUTTERING AND ORGANIZING THIS AREA GIVE YOU?</p>	
	<p><u>TIME BOUNDARY</u></p> <p>HOW MUCH TIME DO YOU HAVE TO WORK ON THIS AREA IN THIS SESSION?</p>	
	<p><u>SUPPLIES READY</u></p> <p>WATER BOTTLE? BAGS OR BOXES? ALARM SET?</p>	

ORGANIZING GUIDE- THE DOING

LETS BEGIN

Begin with the easy wins – items that are obvious to sort. Place them in their respective boxes, bags, or totes.

GETTING STUCK?

When you encounter challenging items, refer back to your earlier reflections. Is keeping this item aligned with your vision for the space? Does it serve the space's purpose? Let go of items that no longer serve you, especially those held onto out of a sense of obligation.

Address broken items realistically. Can they be repaired, and will you actually fix them? If not, they're likely garbage. If you really will fix the item then plan when, how to repair it.

Items causing hesitation? Identify where they truly belong. Everything should have its designated spot. Dig into the why of the hesitation.

Sometimes we need help. This can be heavy stuff. Please ask for help from a friend if you need it. We aren't supposed to do the hard stuff alone. Give yourself grace.

AREA IS EMPTY!

After clearing out items, clean the space thoroughly.

Now reintroduce items to this space, focusing on alignment with your vision. Be vigilant about items that don't fit – either they belong elsewhere or it's time to reevaluate their place in your space.

As you work through this process, maintain focus on the outcomes you identified earlier. This will help you manage the challenges and distractions.

BOXES EVERYWHERE!

Dispose of garbage, drop off donations, and follow through on giving away items. Start bringing those items back to the rooms they belong in. **BUT**, if you're tempted to declutter other areas while placing items in their rightful spots, resist for now. Stay focused on completing the original area before expanding.

TIE IT WITH A BOW!

Once you have completed this process, check in with what you had stated earlier for look, feel, function and assess the space's appearance. Does it match your initial vision? Do you feel you have successfully transformed the area to better serve your needs and desires?

It's a process and a practice, not a one-and-done project. Give yourself grace, space, and compassion. It took more than a day to make this glorious chaos, of course it will take more than a moment to organize it.