

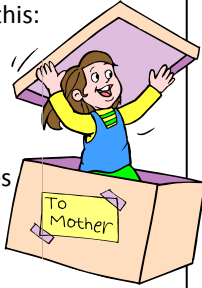
Conquer Your Clutter in 8 Easy Steps!

1. Get Ready to De-Clutter!

Arm yourself with five good-sized containers—packing boxes, laundry baskets, and such.

Label them (use a marker, sticky notes, tags, etc.) 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 de-cluttering!

2. Start Filling Your Boxes

Fill Box #1 first, with things that don't belong in this room (or 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. Go from Room to 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.



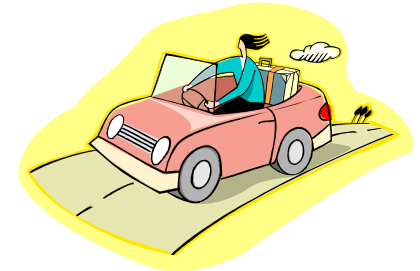
Then, on to the next room and do it again! But...

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...

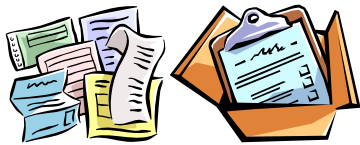
Then, get in the car and go visiting to drop off those "give-away" items.



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. Now, for All Those 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. What About 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 You Can 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!