

# Time for your end of year clean up?

December 2015 Newsletter



Are you living with more clutter than you'd like? Here's a good way to find out.

Ask yourself: How much time do I spend each day looking for important bills or mail, my keys or even my glasses? How about those last minute searches for things my kids need as they're rushing off to school?

## Reasons behind clutter

Sometimes clutter comes from the inability to make decisions - like what to keep and what to throw out or give away. Maybe you're a "saver" or just have such a busy schedule that there's little time to get organized.

Many of us live cluttered lifestyles and, as a result, we may get less done. Why? A cluttered workspace or home can make you feel unmotivated and depressed. It can even hinder clear thinking.

## Ready, set, organize

Here are some easy tips to help get you started:

- 1. Use common sense.** Your "stuff" didn't build up in one day and you can't make it all go away in a day. If you take on too much at once, you may get discouraged and give up.
- 2. Be logical.** Plan your de-clutter project. What room or area needs the most help? Or what part of the room? Perhaps it's your kitchen counter or dining room table. Make a plan and try to stick to it.

**3. Get a supply of big trash bags.** One thing you don't want to do is to re-clutter. That is, you don't want to just move your clutter from one area of your house to another. It's decision time! So get strict with yourself and toss things you really don't need.

**4. Give everything a home.** Everything should "live" in a particular place. Your bills can go in a specific drawer or shelf. Your recipes should have a home, too. Clothes from yesterday or last week: How about the hamper? Or the "going to the cleaner's" bag or bin? Put all coats, scarves and hats in a closet. When everything belongs somewhere, it's much easier to form a new habit of putting it all away.

**5. Celebrate.** When you accomplish some de-cluttering, congratulate yourself! Give yourself a reward like an hour of reading or relaxing. Then... back to work!

## Get started — even in a small way

The hardest part of de-cluttering is getting started. Once you make a dent, you'll find it's easier to keep going. Just think of how nice it will be to live in a more organized space... that's good motivation!