

Lose the clutter... find your inner organizer!



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How much time do you spend each day searching for things like your keys, important papers or even your glasses? (Note: it's hard to find anything when your glasses are missing!)

Why the clutter?

Clutter could be the result of the inability to make decisions, being a packrat or just having such a busy schedule that there never seems time to muddle through the mess!

Whatever the reason, many of us live cluttered lifestyles. In the end, that takes away from our ability to get things done. A cluttered workspace or home can make you feel unmotivated and depressed, and even hinder clear thinking.

Ready to get more organized?

Here are some easy tips for starting to de-clutter.

- 1. Be realistic.** Clutter didn't happen in a day and you can't make it all go away in a day. If you take on too much at once, you'll likely get discouraged and give up.
- 2. Be organized.** Plan your de-clutter project. What room or area needs help the most? Or what part of the room? Perhaps it's your kitchen counter, dining room table or workbench. Make a plan and try to stick to it.

- 3. Have a garbage bag ready.** 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. Create special places for things.** 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? Coats should all be hung in a closet. When everything belongs somewhere, it's much easier to form a new habit of putting it there.

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