How to Declutter
{Any Space} in 5 Easy Steps

Step #1 - Create a Vision: Start with a plan. Decide what you need and want from the space and highlight any problem areas. Describe your vision below:

Step 2 - Empty Your Space: Start with a blank canvas by clearing out the area you want to declutter. If an entire room is too overwhelming, start with a single drawer or closet before moving to another section. What area will you focus on first?

Step 3 - Organize Your Items into Categories: Grab 3 (or 4) sturdy boxes or bags. Then go through each item and decide which of the following categories it belongs:

- ☑ Throw Away: _____
- ☑ Give Away/Donate: _____
- ☑ Keep: _____
- ☑ Optional: Set Aside (reevaluate in 6 months): _____

Step 4 - Put Things Back: Now for the fun part... It's time to return items from your "Keep" pile to your space. This is also the time to toss items you want to throw away and place items you want to donate in your vehicle to drop off in the near future. Finally, place any items you'd like to evaluate later somewhere out of the way for now.

Tip: Organize items you plan to keep by function or category into distinct zones within your space so you can find and use what you need easily. For example, a functional workspace might need a notebook, pens, paperclips, and space for a laptop and/or an external monitor and keyboard.

Use the space below to list any functional areas or zones you plan to create in your newly organized area:

Step 5 - Reassess Your Space: Now it's time to take a step back and evaluate your space from a fresh perspective. Take note of how the finished space makes you feel and if it will function as intended. Also keep an eye out for items you can still toss, donate, or give away to make the space even more functional and/or aesthetically appealing.

Tip: Do a trial run of any tasks or activities you have planned for your newly organized space and make note of any obstacles or challenges you encounter. (For example, is it easy to get to your new work area or do you need to move a few things around first?)

Once you're happy with your results, repeat these steps for each additional space you need to declutter and organize.

Use the space below to list other areas you plan to address next:

- ☑ _____
- ☑ _____
- ☑ _____