



## Hello!

I'm Laura Williams, Professional Declutterer and Organiser and I'm here to help you get started with your home decluttering project!

This is a safe space. Feel free to share ideas, ask questions and enjoy this session! Use this booklet to make notes throughout our time together to refer to later.

## What is Clutter and why is it a Problem?

'a collection of things lying about in an untidy state' - Google

Clutter can impact us in a variety of ways:

- We don't have enough time or space
- Affects how we feel about ourselves
- Affects our relationships
- Affects our focus
- Causes stress and low mood

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## Effects of decluttering:

- Feel more in control, calmer
- Feel less guilty about spending time on other things
- Have renewed energy
- Waste less money buying duplicates
- Create space for a home office, room to eat family meals together, a place for children to do homework, space to cook and bake again
- We make healthier food choices
- Able to focus better and be more productive

## Preparation

Why do you want to do this?

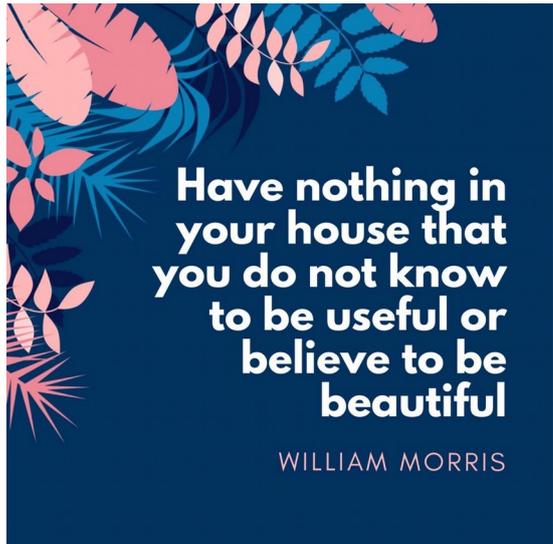
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What will you gain?

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Who needs to be involved?

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Where are you going to focus first?

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How - what is your plan?

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## Techniques and Tools:

- ✓ Have a plan and commit time
- ✓ Prepare Boxes/bags for Sell/Donate, Recycle, Bin, Keep. Plan your quick disposal
- ✓ Mindset – expect to take time, keep goal in mind, persevere
- ✓ Take Before and After photos
- ✓ Prepare music, open windows, aromas, a reward
- ✓ Start easy and eat the elephant in small chunks

During your sessions:

- ✓ Pomodoro Technique - work in 25 min blocks, 5 min break
- ✓ Work by category e.g. magazines, DVDs, Kitchen utensils

Helpful questions to ask yourself:

- ✓ Do I love it?
- ✓ When did I last use it?
- ✓ Am I going to use it in the foreseeable future?
- ✓ What is my goal?
- ✓ Does the cost of keeping an item, outweigh the benefit of keeping it?
- ✓ How does this item support and represent me as I am today?
- ✓ What happens if I don't sort this out today and leave it as it is?

### Tip for Maintaining

Use the One in, One out rule

It's important I tackle this space now because .....

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## My Plan:

Write down the steps to tackle your focus area (break one area into steps, you should not be listing your whole house here).

Step:	Detail:	Due on (date):	Done (tick)
e.g.	Kitchen Cutlery drawer	05/05/20	
1			
2			
3			
4			
5			
6			
7			
8			

I hope you've enjoyed this session. Do keep in touch and let me know how you get on with your declutter project!

Laura x