

HOW TO START

Decluttering



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What You'll Need



You will want to have the following items on hand before you start decluttering.

- Black garbage bag, we want to use black so no one can see inside and take things out.
- A box or bag for donations
- A container for things that you want to keep.
- A small container for things that belong somewhere else.
- A box or container for things you are undecided on.

Let's Get Started



Set a goal, but make it realistic. Instead of tackling a whole room choose a corner, drawer, table, counter etc. to start with. Take a picture before you start and after you are done. This will help motivate you for future tasks. Set a timer for 15 minutes, when the timer goes off one of two things will happen. Either you will keep going or you will want to take a break. While taking a break is a good thing it can also be bad. After the break is over we might have a hard time getting started again. Set a timer for a 10 minute break. Have a cup of coffee or tea in another room. Go for a walk, which ever you decide it will help clear your head, invigorate you and give you a new perspective.

When you are ready you can increase how long you will declutter and how long a break you feel you need. I would not go more than 20 minutes as we tend to not continue the more time we are away from the task.

If you take a 20 minute break, do something, tend to the laundry, tend to the dishes etc. This process can be repeated until the goal you set is accomplished.

To make the task easier first tend to any garbage, then the items you know you want to keep, keep an eye out for things that belong somewhere else. The reason we want a small container for these items is so you don't have a big pile to deal with. Once the container is full tend to it, putting all the items inside in their proper place. Next find things you know you can easily donate.

The things you are having a hard time letting go ask yourself these questions. Have I used it within the past year? Do I love it? Would I buy it again? Are there bad memories attached to this item? Does it fit into my life at this point and time? Could I borrow it if I needed it? Could it be replaced for under \$20.00? If the majority of the answers are negative, get rid of it.

If you are struggling with something that is a set or has sentimental value. Ask yourself these questions. Do I need them all? Are they on display where I enjoy them? Can I keep one or two? Do I have room to display them? Would [\(insert person's name\)](#). really want me to keep this? Can I keep one or two? Do I have room to put them on display? Again if all the answers are negative, get rid of it.

There is no sense in keeping things if we can not enjoy them. What good is it tugged away in a box somewhere where we just forget about them? Never see them, use the or are not enjoying them, time to let them go.

Take a picture, create a file and store the memories there. You can then put them on a USB stick, so you will be sure to have them forever. Label the USB stick with a Sharpie, You can do this by using a letter or number. Get an index card, write down how you labeled it and a brief description.