

Declutter to Focus

Clearing Out the Clutter for Clarity and Calm

Step 1: Set Your Goals

- Define what you want to achieve by decluttering.

Step 2: Create a Sorting System

- Use bins or boxes to categorize items easily.

Decide what stays, what can be donated, and what goes to trash.

Step 3: One Room at a Time

- Focus on one area or room at a time to avoid getting overwhelmed.

Step 4: Make It a Family or Group Activity

- Involve everyone in the household. Make it fun.

Step 5: Use the One-Year Rule

- If you haven't used something in the last year, it's probably safe to let it go.

Step 6: Reorganize Regularly

- Once you declutter, organize what remains.

Regular rechecks keep things orderly and prevent new clutter.

Step 7: Repurpose and Recycle

- Find creative ways to repurpose items you might otherwise throw away.

Step 8: Maintain a Clutter-Free Space

- Adopt new habits to keep your space clutter-free.

Regularly assess what you bring into your home.

KEEP:

- Frequently used
 - Sentimental value
 - Essential for daily life
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DONATE:

- Good condition
 - No longer needed
 - Unused or outgrown
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TRASH:

- Broken or worn out
 - Cannot be repaired
 - No longer functional
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