

# DECLUTTER YOUR HOME

## *in 8 Easy Steps*



### *Set a date.*

You need to have a plan when you declutter. Schedule a block of hours or an entire day for you to declutter. Don't select a day where there are other important events going on. You may feel rushed and quit early. Set a date and actually stick to it.



### *Designate a collection point.*

It is important to allot a space where you can place the items to be thrown away, donated, or sold.



### *Work one room at a time.*

Start in one room then proceed to the remaining rooms.



### *Keep only what you've used in the last year.*

If you haven't used certain items in the past several months, you more than likely won't use them in the future. Get rid of them or donate them.



### *Get rid of duplicate items.*

If you have multiples of an item, keep the one in best condition and donate or trash the rest.



### *Minimize paper clutter by using technology.*

You may digitize your records, photos, and other documents and store them on both your computer and in the cloud for safekeeping.



### *Find a home for every item.*

Every item in your home needs a designated spot. If it doesn't have a designated spot, find one. Practice makes perfect. Train yourself to always place items back in their designated spot.



### *Refrain from bringing home more stuff.*

Remind yourself that decluttering is a habit. Always consider whether the things that you are buying are essential or not.

