



## CREATING A VISION

### 1. WHAT IS THE NUMBER ONE SPACE YOU WANT TO DECLUTTER?

### 2. WHAT IS THE PRIMARY PURPOSE OF THE SPACE? HOW DO YOU WANT IT FUNCTION?

EG: Is it a work space, a storage space, a bit of both? Is it a space that you are sharing with others? Is it a play area, a relaxation area or a space where you are entertaining others?

### 3. CLOSE YOUR EYES AND CONSIDER WHAT YOUR NEWLY DECLUTTERED SPACE WILL LOOK LIKE?

EG: Where is your stuff? Is everything in its place? Is the space bright, light, colourful, functional, clean or tidy? Is the space easy to use? Are things more streamlined? Is it free of unnecessary items/objects?

*Note: The more specific you can be the better*



**4. HOW DOES THE SPACE MAKE YOU FEEL WHEN YOU USE OR WALK INTO IT?**

EG: Does it make you feel relaxed? Confident? Focused? Organised? In control? Less stressed? Happy?

**5. WHAT HABITS OR ROUTINES DO YOU HAVE AT THE MOMENT THAT HELP YOU GET THINGS DONE OR REALLY WORK WELL FOR YOU?**

EG: Do you work really well with clearly labelled items, files or bins? Is there a current way that you categorise certain things that works really well for you that you would like to keep? Do you currently like your filing system? Do you really like where a particular item or category of items are stored?

**6. IS THERE A HABIT, ROUTINE OR SYSTEM THAT YOU WANT TO DEVELOP IN RECLAIMING YOUR SPACE?**

EG: Do you need help to create a systemised or efficient filing system? Is there one or two new things that you know would make the space work better for you but you are unsure how to create it? Do you need help to categorise or move items to maximise space or functionality?



## 1. IF YOUR SPACE IS A REALLY BIG AREA, WHAT IS THE ZONE OR COMPONENT OF THE SPACE THAT YOU WILL FOCUS YOUR ENERGY ON THIS WEEK?

Remember, this week's motto is to **start small to build big**. This whole process is about setting you up for success, not overwhelm. Break your big project down into small achievable ones. Each time you complete one, you build in confidence, skill and momentum. **If you finish the first project and you find you have the time and energy to go on to the next one then by all means, please do.**

**\*\*Let's break your big project down into tiny manageable ones. Here are some examples but let me know if you get stuck.**

For example: if you are decluttering your wardrobe choose a corner of the wardrobe or start with just your t-shirts and shorts, then move onto your jumpers and pants, then dresses, PJs, handbags, shoes and boots, socks and underwear, jewellery, and other clothing such as active wear or swimming items

For example: if you are decluttering your home office: you could start with stationary supplies, then equipment, then warranties or instructions, books, files (one at a time), bills, important documents, lecture notes or professional development documents, photo albums, journals/diaries, memorabilia, scrapbooks, personal letters, heirlooms, trophies.

For example: if you are decluttering your storage room at work: you could start with equipment, then resources (in files or boxes) (one at a time remember), activities/games, other teaching resources, class readers or library books, activities, printed programs, lessons plans, syllabus documents, themed decorations, display items – posters, labels etc., stationery, art and craft supplies.

### **My list of small achievable projects**

– Remember start with one, then and only then move onto the next if you have time and energy – it's not a race.



## 15 POWERFUL QUESTIONS TO HELP YOU DECLUTTER YOUR SPACE

For each items ask:

1. Do I need it or just want it?
2. Does this item help me create what I want from my space? Does it fit with my goals for my home, my space, my life?
3. Do I want to create a designated home for it?
4. If I no longer had it, is it easy and inexpensive to find another one?
5. Can I manage without it?
6. Do I have something similar?
7. Do I love/cherish it?
8. Do I use it?
9. Are the time and storage costs worth keeping it?
10. Am I keeping it because of guilt?
11. Am I keeping it just in case?
12. Is there anyone I know who may need it or would make better use of it than I am?
13. Am I keeping it to avoid something emotional?
14. Do I have more than one of it?
15. Will a photo of it meet my need for it?