

Delightful Dozen*

By Claudia Smith Clear Your Clutter Consulting

1. ***Keep only the time commitments you need or love.*** Practice the art of saying “NO” to any unnecessary requests for your time. Say goodbye to time commitments that don’t enrich your life in some way. Decide where the keepers will fit and limit yourself to your 15/16 waking hours.
2. ***Pick a calendar system that you love*** and use it to schedule everything. Review a daily “to do” list each morning and modify as necessary. Be as routine and scheduled as you can.
3. ***Make a commitment to keeping only the material things you need or love.*** Reduce the volume of any areas of your home and office that are overflowing or just plain full. Everything must have a home.
4. ***Group “Like with Like” items.*** Whether it’s office supplies or holiday décor, group similar items together. Separate things into broad categories, then get more detailed as you progress.
5. ***Contain your stuff.*** Measure the area first, and then go buy the perfect container to store your organized things. Once those containers are in place and full of the things you truly value, be sure to label them so everyone knows what goes where.
6. ***Maintain your system*** by returning things where they belong throughout the day. Clutter is postponed action! Remember to always follow through on what you do.
7. Keep your life organized by ***allowing time for transitions*** between activities. Attempting to go from one activity, directly to the next is unrealistic and will leave you feeling not only unorganized, but constantly stressed.
8. ***Deal with your mail thoroughly, every day.*** Resist the urge to look for the interesting things and just stacking the rest. Always put your important action items and bills in one specific spot and get as many bills as possible on auto pay. Toss the junk in the recycle bin immediately. Buy a quality shredder and use it daily.
9. ***Avoid telling yourself “I’ll do it later”.*** If you can accomplish something in two minutes or less, do it in the moment. Remember, keeping up with life is easier than catching up!
10. ***Learn to get your papers in order, in labeled vertical files.*** Horizontal papers are a recipe for losing important papers and for unnecessary frustration.
11. ***Be structured in your computer time.*** Limit yourself to only check email or Facebook at certain times in the day. Deal with your email thoroughly and set up organized email folders on your computer.
12. ***Make certain that you are finding balance*** in how you structure your day. Devote yourself to a commitment to dividing your time to taking care of yourself in addition to all of the external demands of family, community, work and household chores.

“The measure of your life will not be in what you accumulate, but in what you give away.”

~Anonymous~