

A woman with long, wavy hair is sitting on a blue armchair in a bright, sunlit living room. She is wearing a dark blue t-shirt and is reading an open book. The room features a large window with white curtains on the left, a framed abstract painting on the wall behind her, and a coffee table in the foreground with a cup of coffee and some papers. The overall atmosphere is calm and peaceful.

DECLUTTER YOUR HOME

A 7-DAY PLAN TO TACKLE YOUR CLUTTER

GETTING STARTED

HOW TO USE THIS WORKBOOK

Decluttering can be a daunting task, but this workbook is going to help make the process as simple and stress-free as possible! Over the course of a week, we're going to declutter each area of your home in order to clear some space for what's most important to you.

In this workbook, the areas of your home are split up into six sections which means you can tackle your entire home in less than a week. Feel free to take longer if you need more time. For each section of your home, you'll follow the steps outlined in the coming pages and keep track of your progress.

WHAT YOU'LL GET

In order to make this process easy for you, this guide covers:

- 3 questions to ask yourself when decluttering
- The 5-step process to follow for each area you declutter
- A checklist to track your progress
- Tips & tricks to keep each area of your home clutter-free

Okay, let's start tackling your clutter!

THE THREE GUIDELINES

HOW DO YOU DECIDE WHAT TO KEEP?

Before we dive in, we need to set some ground rules because getting rid of stuff isn't particularly easy, especially for things that you've invested money in. The important thing to remember is that if something isn't making your life easier, causes you to regret buying it, or sits in a corner collecting dust, you're better off without it.

3 QUESTIONS TO ASK WHEN DECLUTTERING

In order to make the decluttering process easier for you, consider these questions when you come across something you're unsure about keeping:

- Does it make my life simpler or more pleasant? If it's not making your life better in some way, it's gotta go.
- Do I have more than one? If you have two black cardigans, choose which one you like better.
- Is it easily replaceable and/or can I borrow it? If you don't use your sleeping bag often, consider how easily you could get another one in a pinch.

Now that we've established some guidelines, let's move on to the actual decluttering process!

STEP - BY - STEP PROCESS

1. CHOOSE AN AREA TO DECLUTTER

Make your way through the areas of your home outlined in the checklist on the following pages, one by one. The best way to get started is to gather everything into a pile so you can see all of your stuff at once.

2. USE THE 3 GUIDING QUESTIONS

For each item you come across, ask yourself the following:

- Does it make my life simpler or more pleasant?
- Do I have more than one?
- Is it easily replaceable and/or can I borrow it?

3. SEPARATE INTO ONE OF 3 PILES

Once you've asked yourself the questions, start sorting your things into piles:

- Donate
- Toss
- Keep (includes repairs)

STEP - BY - STEP PROCESS

(Continued)

4. PUT EVERYTHING IN IT'S PLACE

If you are keeping something, choose where it's home will be and make sure you put it back every time you use it. If you have something to repair, make plans to do so right away instead of leaving these items in a cluttered pile.

5. GET RID OF STUFF ASAP

If you plan to donate or toss something, do so as soon as possible so you don't have time to second guess your decision. Before you toss something, see if there are options to avoid dumping it in a landfill. Take broken electronics to a recycling facility, and search for thrift stores in your area that re-purpose damaged clothing.

WHAT TO DO IF YOU JUST CAN'T DECIDE

If you're having a hard time deciding whether to keep something or not, put it out of sight and set a notification on your calendar in three months' time. If you haven't needed it or you completely forgot about it, it's time to get rid of it.

P.S. If you have more rooms or areas than I've listed here, use the three guiding questions to get you through those areas.

DECLUTTERING CHECKLIST

BEDROOM

- Closet
- Drawers
- Bedside Table

LIVING ROOM

- Books + DVDs
- Coffee / Side Table
- Misc.

OFFICE

- Desk
- Paperwork
- Computer

KITCHEN

- Pantry
- Cupboards
- Fridge

BATHROOM

- Beauty Products
- Tools + Extras
- Cleaning Supplies

MISC.

- Hobbies
- Junk Drawer
- Sentimental Items

DECLUTTERING THE BEDROOM

CLOSET

- Get rid of anything that still has a tag on it
- Put clothes back right away
- Follow the 'goes with three other items' rule

DRAWERS

- Use drawer dividers to keep everything organized
- Fold clothes and store them vertically instead of on top of each other

BEDSIDE TABLE

- Use a tray or bowl to hold loose ends like chapstick and lotion

DECLUTTERING THE OFFICE

DESK

- Get rid of pens as soon as they run out
- Keep cords and cables organized in a pouch or drawer
- Use one notebook until it's full before writing in a new one

PAPERWORK

- Opt for paperless bills + receipts
- Scan everything and recycle the originals
- Keep one file folder for papers that need attention

COMPUTER

- Store documents in the cloud
- Organize your desktop with this free wallpaper
- Use unroll.me to unsubscribe from junk emails

DECLUTTERING THE BATHROOM

BEAUTY PRODUCTS

- Get a makeup storage unit to organize products
- Use something up before buying a new product
- Try to stick to one of each type of product

STYLING TOOLS + EXTRAS

- Store your hair dryer and styling tools in a fabric bin
- Keep cotton balls and Q-Tips in mason jars for easy access

CLEANING SUPPLIES

- Use multi-tasking products for the kitchen + bathroom to reduce clutter
- Dedicate a cupboard for all cleaning supplies instead of keeping them in different parts of your home

DECLUTTERING LIVING ROOM

BOOKS + DVDS

- Get rid of anything you haven't read or watched yet
- If you wouldn't read or watch it again, donate it
- Start reserving from the library or get a kindle for books

COFFEE / SIDE TABLE

- Consider getting a side table that doubles as a DVD holder
- Leave a tray or bowl on top to collect random things like bobby pins

MISC.

- Add a wastebasket to the room if trash tends to accumulate
- Utilize a basket for storing miscellaneous items like blankets
- Keep a tray near your entryway for holding keys

DECLUTTERING THE KITCHEN

PANTRY

- Store grains, pasta, etc. in mason jars to avoid bulky packaging
- Dedicate separate shelves for breakfast foods, lunch/dinner options, baking goods, and snacks

CUPBOARDS

- Store tupperware lids in a hanging pouch on a cupboard door
- Get yourself a spice rack to free up cupboard space

FRIDGE

- Keep soon-to-expire food on the top shelf
- Take a fridge inventory before grocery shopping to avoid buying multiples

DECLUTTERING MISCELLANY

HOBBIES / EXERCISE EQUIPMENT

- Dedicate a room or area for hobbies and exercise, and keep related tools in their own drawer in that same space

JUNK DRAWER

- If you have no idea what a cord or button goes with, get rid of it
- Don't worry about organizing too much - everyone needs a junk drawer!

SENTIMENTAL ITEMS

- Scan photos to an online album or start on that photo album you've been meaning to put together
- Don't feel too bad about getting rid of unwanted gifts - let people know you'd appreciate a gift card in the future
- Try to sell expensive items to get some money back

YOU'RE DONE CONGRATS!

YOU ARE AWESOME!

Kudos to you for taking this mini-challenge and committing to the decluttering process! I hope you're feeling accomplished and proud of your newly decluttered space. If you found this guide helpful, please share it with others!

Click here to tweet about this workbook! >>

SHARE YOUR HARD WORK!

I would LOVE to see your decluttering progress from using this workbook!
Share a photo using the hashtag #theblissfulmind or send a pic on snapchat!



ABOUT THE BLISSFUL MIND



The Blissful Mind is your guide to being the calmest, healthiest, most productive version of yourself! You'll find simple tips and actionable advice to help make your life a little less complicated.

