

Course Step-by-Step Guide

Introduction

Step 1: Watch the Welcome video

Step 2: Download and read the eBook - *Tips for Living a DeCluttered Life*

Step 3: Download the “*My DeCluttering Plan*” printable and start thinking about your plan

Module 1: Decluttering your home

Step 4: Watch the DeCluttering Your Home video

Step 5: Download the *Ultimate DeCluttering Checklist* and the *All-Inclusive DeCluttering Checklist*. Decide which one you want to use and implement.

Step 6: Download the *Huge List of Things to Throw Out*. Read through it and clean out any applicable items on the list.

Step 7: (optional) If you want to try and make some money from your clutter, go through the *How to Sell Your Clutter* guide.

Module 2: Decluttering your paper

Step 8: Watch the DeCluttering Your Paper video

Step 9: Go through the *Power Over Paperwork* guide

Step 10: Download the *My File Cabinet* printable for inspiration

Step 11: Download and fill out the *Bill Payment Calendar Template* to keep payments organized

Module 3: Decluttering your digital files

Step 12: Watch the DeCluttering Your Digital Files video

Step 13: Download and implement the *Digital DeCluttering Checklist*

Step 14: Download and install the DeClutter Quote Computer Background

Module 4: Decluttering your email

Step 15: Watch the DeCluttering Your Email video

Step 16: Check out the recommended resource: Unroll.me

Module 5: Decluttering your mind

Step 17: Watch the DeCluttering Your Mind video

Step 18: Download and fill out the *Brain Dump Worksheet*

Step 19: Download and fill out the *Planning Pages printables*