

discover ORGANIZING®



Unlock simplicity.

JILL'S CLUTTER DO'S AND DON'TS

10 CLUTTER **DO'S**

1. **Do** work when your energy is good, and put some music on!
2. **Do** get help – call a professional, a good friend, or a family member – it forces you to focus, and to make decisions you wouldn't normally make.
3. **Do** set the timer – have a beginning and an end to your decluttering!
4. **Do** set up bins and receptacles – *Keep, Toss, Donate, Sell, & Not Sure*
5. **Do** work on one area or room at a time. Set things near the door that need to go somewhere else, and take them there only after you are finished organizing the space you are in.
6. **Do** work left to right, “reading the room”, then top to bottom.
7. **Do** use the **OHIO** technique – **O**nly **H**andle It **O**nce.
8. **Do** determine *Need, Frequency, & Value* of each item.
9. **Do** contain and label everything that you possibly can so every item has a home.
10. **Do** make *ONE* more pass through your Keep items before you are done, and repeat monthly afterwards!

10 CLUTTER **DON'TS**

1. **Don't** organize when you are tired or hungry!
2. **Don't** try to not tackle big jobs (attic, garage) alone.
3. **Don't** buy any new items (except food) until you are finished with your organizing project.
4. **Don't** allow interruptions (phone calls, texts, emails) to distract you. Turn off your phone notifications or turn off the sound altogether.
5. **Don't** criticize yourself for having “so much stuff”, just keep moving, and be proud that you are doing something about it *NOW*.
6. **Don't** worry about not knowing how to organize – it is a skill, and it *CAN* be learned!
7. **Don't** think that because something is old, it cannot be used by someone else – donate it.
8. **Don't** run around the house giving items a new home once you have them in your hand – this will only distract you from the space you were in.
9. **Don't** put things in the attic or basement “for now” – they will be forgotten about, and they might get ruined if they are valuable.
10. **Don't** hesitate to ask for professional help if you cannot stop hoarding and collecting things out of fear.