



JENNIFER BARNES
— ORGANIZING —
Real Organizing for Real People doing Real Life

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How to Declutter Any Space Efficiently

Change the way you look at time. Start looking at time in small increments of time (5, 10, 15 minute increments) NOT hours. We don't have hours to get things done, but we DO have minutes.

1. Pick ONE Room or Space to Declutter
2. Pick your starting point and work methodically around the space. Do NOT skip around. (I recommend starting in a corner and working corner to corner, top to bottom.)
3. Break the space down into small steps - bite size chunks that you can work on in a small increment of time (5, 10, 15 minutes increment). One drawer at a time, shelf at a time, spot at a time. (Working corner to corner, top to bottom.)
4. Set up your 5 Decluttering Bins in the spot that you are decluttering. DO NOT leave the area that you are decluttering! (When we do that we get distracted and take time away from the task at hand - the decluttering!)

5 Decluttering Bin System

*All of these must be put at the spot that you are decluttering.
No leaving the area during your decluttering session!*

- **Throw Away** - For anything you are going to put in the garbage or recycling.
- **Give Away** - For anything you are going to donate or give to someone else. (As soon as you are done with your decluttering session for that time period- take this bin and put it in your car to take to a Donation Location.)
- **Put Away** - For anything that does not have a home in that exact spot. (Later during another 5, 10, 15 minute window of time - take the box and go around and put the items in their homes.)
- **File Away** - For any paper that needs to be filed. (When you have another 5, 10, 15 minute window of time - take this bin and file some of the papers.)
- **Hide Away** - For anything that you don't think you need, but aren't ready to get rid of yet. (IMPORTANT: When you are done with your decluttering session - give the "Hide Away" bin to a friend and tell them that if you don't ask for the items within a month then they can donate the items.)