

Decluttering Project

You can choose an area of digital clutter (i.e. email inbox, file storage) or physical clutter (i.e. storage area, closet, office filing, garage).

The objective is to get through as many items as possible, spending no more than 1 minute on each item.

Physical Clutter

1. Set aside 2 hours in your calendar. Think about how you feel about this project. – 5 minutes
2. Clear out the space entirely. Clean the cleared out space. – 30 minutes
3. In the newly cleaned out space, designate an area for each group of items, i.e. winter gear. Label each area (temporary or permanent labels are both fine)
4. At the designated time, create 3 piles: - 10 minutes
 - a. Dispose - Discard/Donate/Sell
 - b. Questionable
 - c. Save
5. For each item individually, ask yourself the following: - 60 minutes
 - a. Is this still useful **to me**?
 - i. If yes, have I used it in the past 12 months? If yes, Save.
 - ii. If no, Dispose.
 - b. If not useful, do I LOVE this item?
 - i. If no, what feeling does it bring up? Is that a feeling I want to keep?
 - c. For those items that you save, put each item in its designated area.

Digital Clutter

1. Set aside 2 hours in your calendar. Think about how you feel about this project. – 5 minutes
2. Clear out the space entirely by moving all items to a holding area. How many items are you sorting? – 5 minutes
3. In the newly cleaned out space, designate an area (i.e. folder) for different types of filing, i.e. tax documents. Label each area. - 5 minutes
4. Create 3 areas for the following:
 - a. Delete
 - b. Filing
 - c. To be actioned
 - i. Actions < 5 minutes
 - ii. Actions > 5 minutes

5. For each item individually, ask yourself the following: - 30 minutes
 - a. Does this item require an action from me? What would happen if I didn't respond?
 - b. Is this item useful **to me**?
 - i. If yes, will I use it in the next 3 months? If yes, Filing.
 - ii. If no, Dispose.
 - c. If not useful, how do I feel when I look at this item?
 - i. Is that a feeling that I want to keep?
 - d. For those items that you save, put each item in its designated area.

Evaluate and Reflect

How many items did you sort?

- How many ended up in each category?

What feelings came up before, during, and after the exercise?

What did you find most challenging?

- Finding the time to do the project.
- Starting the project at the assigned time.
- Staying on task.
- Making a quick decision about each item.
- Letting go of items.