

This Free E-Book is brought to you by Natural-Aging.com.

100% Effective Natural Hormone Treatment
Menopause, Andropause And Other Hormone Imbalances
Impair Healthy Healing In People Over The Age Of 30!

4 Tips For Clearing The Clutter

By Bonnie P. Carrier

4 Tips For Clearing The Clutter by Bonnie P. Carrier

Spring.... Fresh breezes through open windows, sleeping trees come awake with bright new leaves, flowers begin to bloom and the grass becomes green once more. Now along with the obvious, there is another sign that the season has arrived, our yearly pledge to clear the clutter and organize our homes. I'm not sure why this happens, maybe we humans after months of cold, gray winter days are over come with the feelings of clean, fresh and new. Well, whatever the reason, we always start with good intentions, but like those New Years Resolutions, many of us rarely follow through. So let's try something new this year by making a pledge to really get stuck in and finally accomplish our task. The following are a few ideas and tips to help make the "Clear The Clutter" task a little easier and maybe even fun.

1. One Room At A Time

The first thought to keep in mind is that this particular project is not one you can hurry up and have done by yesterday. By working through one room at a time, you will have a much better chance of successfully completing the job. Here is a thought to keep in mind. "You did not accumulate all your stuff in a day, so why does it have to be cleared out in a day".

2. Sort Items Into Categories

Your first step will be to sort items into the following 3 categories, it will make the task go a lot easier.

- a) Have to Keep
- b) Maybe...Not 100% Sure
- c) Definitely Not

Once you have completed this part of the project, you will more than likely find the "Definitely Not" pile is the smallest one. What is it a professional might call this "Separation Anxiety"? However, don't worry, almost everyone ends up this way, after all it is not easy parting with our things, even if it is something you have not used in years.

3. Re-Sort Once More

Try to be as realistic as possible here, remember the goal is to "Clear The Clutter".

4 Tips For Clearing The Clutter

a) Not Sure Group

This group is easy: If it is already here, more than likely, you will never use it so into the "Definitely Not" pile it goes.

b) Have To Keep

This could be the hardest pile to sort, so a tip to remember: If you have not used something in the last year, chances are you probably will not use it again. This applies to everything from shoes to car cleaners; however if there is something you never use but has a special memory attached, keep it.

Gifts can be a tricky area, one thing to keep in mind just because someone gave you something, it does not mean you must keep it forever. So that figurine that great aunt Edna gave you years ago or the bird made of shells from a friends vacation does not need to keep collecting dust on your bookcase.

Now, you may wonder about things from your children. I use to keep everything my daughters brought home from school. Finally, I decided to go through and keep one or two items from each grade, put them into a plastic storage box labeled Sherri & Ashley - School - K-12. Now all school memories are safe and in one place, this is a useful idea for grandparents.

Once you have finished your resort, you have a couple of choices for those "Definitely Not" items, depending on their condition, either just pitch them, give them away or have a tag sale and make yourself a little money.

4. Organize & Store What Is Left

Now is the time to put what is left away, by organizing you will not only have tidy shelves, closets and cabinets but you will be able to put your hands on what ever it is you need.

There are numerous storage options for every room in your home. Plastic boxes come in a variety of sizes and colors and are inexpensive. Stacked on a closet shelf, clear smaller sizes make perfect storage for extra shoes, winter gloves, pictures or how about extension cords, nails, packages of hooks or hand tools. Larger sizes can keep extra winter coats, blankets, odd season clothes or seasonal decorations neat and in one place. Baskets, hampers even seldom used suitcases can be useful, stacking plastic milk crates are perfect for kids room.

How about those cluttered kitchen cabinets, plastic tiered risers work wonderful for stacking cans of soup, veggies or spaghetti sauce, this makes use of wasted space and you are able to see at a glance what you have. One area everyone has is the famous "Junk Drawer"; these can be kept organized with silverware trays. By buying individual pieces in different sizes, you can customize each drawer to fit exactly what you need.

The lesson here is that by having a little patience, taking your time and giving some thought to your storage needs, you can not only "Clear The Clutter" but also have an organized home.

Bonnie P. Carrier is the creator of Savvy Home Decorating. She is the mother to two grown daughters and a very spoiled 4yr old Blue Merle Sheltie named Toby. She has been a homemaker for over 23yrs, with lots of experience at budget decorating and organization. Stop by Savvy Home Decorating for ideas and tips on budget decorating:

Letting Go of Clutter In Your Office

By Angie Dixon

Some people would say I'm the last person in the world to be writing about clearing out clutter; I seem to accumulate so much of it. But I also get rid of it, when it reaches the point of bothering me.

That's the first thing about clearing out clutter. Everyone has a threshold at which the clutter starts to bother them. My husband's threshold is much lower than mine, and when he starts clearing out, I jump in and help him. But in my office, things go to my threshold and no further—usually. Recognizing your threshold and working within it is the first key to letting go of clutter. If it's really not bothering you, and you can find everything you need, it's not essential to tackle it right away.

The second key to letting go of clutter is to bring the recycle bin (for paper without staples) and the large kitchen trash can (for everything else) into your office and put them beside the desk, which is clutter central in most offices. Get a box of manila file folders, a box of hanging file folders, and a plastic file box, the kind with a handle that you can get for about ten bucks at a big office supply store. And a pen.

Pick up every piece of paper off your desk, one sheet or sheaf at a time. Start with paper because there's usually more of it than anything else. Don't touch anything twice. When you pick it up either put it in the recycle bin (remove staples first), put it in the trash if it can't go in the recycle, or put it in a folder, label the folder, and put the folder, inside a hanging folder, in the plastic file box. Don't worry about organizing the files. Just get everything out of site and off your desk. Get two or three boxes if you need them. They stack nicely out of the way against the wall.

Once the paper is off your desk, you should be able to see the surface, which will probably be littered with books, pens, soda cans, memo pads, and CDs, if it looks anything like my desk. Take one category at a time, like CDs, and put all of them away. Then books, and so on.

The rest of your office may be cluttered in the same way as your desk, with stacks of papers and books scattered around. Use the same method. Start with the paper, don't touch anything twice, and declutter by category—CDs, books, etc. after the paper.

De-cluttering doesn't have to mean deep-cleaning, though you may get motivated and do that. Really it just means getting the clutter out of the way so you can work. Letting go of it is as simple as realizing you don't need it where it is right this minute, and putting it somewhere else—even if that somewhere else is the recycle bin.

A good rule of thumb is, if you can get that piece of paper again, especially by printing it off your computer, you don't need to keep it. Now, you might, if it's important. But just use this as a rule of thumb.

Happy clearing!

4 Tips For Clearing The Clutter

Angie Dixon helps small business owners get their acts together. She is a personal development coach specializing in helping people integrate their home and work lives so they feel less stretched and more balanced. Get her FREE EBOOK on balance at

. For questions or

to discover how coaching can change your life, contact Angie at

.

You are free to use this article in ezines, web sites and print publications. If you do use it, please send a quick email to

. Thank you.

Letting Go of Clutter In Your Office
What Clutter Clearing Can Do For You
Creating Powerful Change with Feng Shui
3 Methods for Clearing Mental Clutter
Clutter–Clearing and Your Authentic Self

Time Stretching Tips
Control your Headache!
How to make Perfect Wines and Spirits from Home
The Art of Kissing
101 tips to stay fit and live longer.



This Free E-Book has been brought to you by Natural-Aging.com.

[100% Effective Natural Hormone Treatment](#)
Menopause, Andropause And Other Hormone Imbalances
Impair Healthy Healing In People Over The Age Of 30!