

discover ORGANIZING®



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, call 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, Garbage, 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 – Only Handle It Once.
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 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** allow interruptions (phone calls, emails) to distract you.
4. **Don't** buy any new items (except food) until you are finished with your organizing project.
5. **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.
6. **Don't** criticize yourself for having “so much stuff”, just keep moving, and be proud that you are doing something about it NOW.
7. **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.
8. **Don't** think that because something is old, it cannot be used by someone else – donate it.
9. **Don't** worry about not knowing how to organize – it is a skill, and it CAN be learned!
10. **Don't** hesitate to ask for professional help if you cannot stop hoarding and collecting things out of fear.