

Putting Your "Down-time" to Good Use

Who hasn't said this before – "If I only had the time!" Well now you do – so, no excuses! Get busy, burn off the negative energy and turn your home into a place of positive vitality in four weeks.

**20 minute increments for 2-3 hrs per day (max 4 hrs)
for 5 days per week for 4 weeks**

Guidelines for Purging

- ◆ Every item in your house should have a designated "home" – its official place of keeping.
- ◆ Gather (from the entire house, garage and storage areas) ALL "like" items into one place BEFORE beginning the sorting process. Visually seeing how many of one "thing" you have will help in the decision process as to whether keep or purge.
- ◆ **Quick-Sort:** to sort based on category/type vs **Purge:** to determine if an item is Keep/Sell/Donate/Recycle/Trash*

Please download and print the signs for your purging process: **Pdf of K/S/D/R/T signs*

The day before you begin Week One - Conduct an Overall Once Over (2 hours)

- ◆ Gather ALL the dirty dishes throughout the house and load them into the dish washer (start if it's a full load)
- ◆ Gather All the loose clothing throughout the house; "Quick-sort" and place them in their "home" (i.e. coats hung, dirty clothes in laundry area, shoes in closet or shoe basket)
- ◆ Gather all magazines and newspapers scattered throughout the house; "Quick-sort" – read vs. unread [do NOT stop to read]
- ◆ Gather ALL toys, games, CD/DVDs and books throughout the house; place in their appropriate "home" (kid's rooms, shelves or baskets)
- ◆ Check for other items not in their "home" on the floors, tables, counters; "Quick-sort" – place in their appropriate "home"
- ◆ Gather ALL surface trash scattered throughout the house (i.e. candy wrappers, including under sofa cushions, paper cups, used Kleenex, etc.)
- ◆ Empty every single garbage can in your house; place an extra 4-5 bags in the bottom of can before lining with new bag

Tips to Making your Workdays Successful

- ◆ Create a work space – clear counter top, bed, desk or nearby table
- ◆ Gather large garbage bags, recyclable bags and empty boxes together to bag/box unwanted items accordingly – to sell, donate, recycle or trash
- ◆ Remove bag/box of unwanted items from the house at end of purging session
- ◆ Don comfortable clothing
- ◆ Get a glass (or bottle) of water to have near you
- ◆ Open a window for fresh air (if possible)
- ◆ Put on your favorite music
- ◆ Reduce possible distractions for the next 20 minutes (i.e. silence phones)
- ◆ Set an alarm for 20 mins – when the alarm chimes — stop, drink water, assess your progress, reset the alarm and go again

DAILY KEY STEPS

- ◆ Gather ALL “like” items together from the entire house, garage and storage area
- ◆ “Purge” unwanted items (donate/recycle/trash) for items to keep
- ◆ Wipe down ALL shelves & storage containers, then replace items you are keeping
- ◆ Remove ALL trash, recycled, donated and gifted items from house immediately

WEEK 1: GARBAGE AND RECYCLABLES

Day One Food and Drink (yes, including your spices and emergency reserves)

- ◆ Throw out what you won't eat, and food that's expired or gone bad
- ◆ Consider donating unopened / current food to the Food Bank or your church

Day Two Personal Products (medicine, teeth & hair, makeup, toiletries, etc.)

Day Three Cleaning Products (chemicals and tools)

Day Four Paper Products (coupons, magazines, newspapers and mail)

- ◆ Mail – sort as follows, print the signs for your purging process: **Pdf of filing signs*
 - ◇ Requires Further Action – i.e. needs to be paid, a follow-up call, etc.
 - ◇ Needs To Be Filed – file appropriately when done purging
 - ◇ Recycle – shred vs. trash: sort into respective piles then dispose accordingly

Day Five Misc. Paper Products (sort one category at a time)

- ◆ School work, kitchen baggies & wraps, gift wrapping paper & ribbon, calendars, empty boxes, etc.

*Celebrate your Accomplishments and
Reward Yourself for a Job Well Done!!!*



WEEK 2: FAMILY AREAS

Day One **Computer & Audio Equipment (TV's, DVD, CD, stereos and game players, cables, etc.), Computer Software & Manuals, CDs, DVDs, Video Games, etc.**

- ◆ Assess ALL in-use "equipment" on a room by room basis; pull only what is currently NOT being used or is in disrepair
- ◆ "Purge" ALL like items (software, CDs, DVDs, games) together from the entire house (including items that are packed/tucked away)
- ◆ Neatly zip-tie up all cables for in-use equipment; dust under equipment & shelves

Day Two **House Décor, Knick-knacks and Collectables**

- ◆ Assess ALL displayed décor room by room; pull only what is currently NOT wanted, needed, or intended for gifting (consider lightening your décor by 25-30% and up to 50% if you are a clutter bug)
- ◆ "Purge" ALL stored (packed/tucked away) house décor items

Day Three **Artwork and Family Photos**

- ◆ Assess ALL hanging artwork and photographs room by room; pull only what is NOT needed, wanted, intended for gifting to family
- ◆ "Purge" ALL stored (packed/tucked away) artwork and photos; store ALL albums and loose photos in storage area
- ◆ Determine if "kept" items stay in the same location or relocated to a new "home," make necessary adjustments; wipe down ALL frames before displaying

Day Four **Books and Toys (kids and adults)**

- ◆ Assess ALL books displayed on shelves (room by room); pull only what is currently NOT needed, wanted, intended for gifting to family or donation purposes
- ◆ "Purge" ALL stored (packed/tucked away) books (consider reducing by 25-30% or up to 50% if you are a clutter bug)
- ◆ Gather and "quick-sort" ALL toys, sort by type (stuffed animals, cars, dolls, etc.)
- ◆ "Purge" toys based on usage (if no longer played with, consider donating), age appropriateness, broken or needs repair, etc.
- ◆ Disinfect toys before returning to their "homes"

Day Five **Office and Craft Supplies**

- ◆ Gather and "quick-sort" ALL supplies by category (pens, paper, paint, etc.)
- ◆ "Purge" based on usage, age appropriateness, broken or needs repair, etc.

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WEEK 3: LIVING AREAS (bedrooms and bathrooms)

Day One **Linens and Bedding (towels, sheets, blankets, table cloths, napkins, place-mats, etc.)**

- ◆ “Purge” unwanted items based on usage (every day vs. special occasions, wrong size issues (doesn't fit furniture) and worn beyond normal wear
- ◆ Typically, one bed needs only 2-3 sheet sets per bed and one person needs only 2-3 towel sets (1 bath towel, hand towel and washcloth)

Day Two and **Clothing (including shoes, outdoor, costumes and special occasion outfits)**

- ◆ Assess clothing for one person at a time

Day Three

- ◆ Typically, one person needs a minimum of 2 weeks' worth of clothing (without washing) per season plus outer layers (a sweater/sweatshirt, wind breaker, rain coat, and heavy coat) and one special occasion outfit per season

Golden Rule 1 Purge if you haven't worn a piece of clothing in six months or more; unless it's a once a year item (i.e. Holiday sweater)

Golden Rule 2 If you haven't lost the weight in six months, no offense, but you're most likely not going to – let go of the “extra” sizes of clothing

- ◆ Gather ALL “like” clothing items (category) together. “Purge” one category (i.e. underwear) of clothing before moving to the next category (i.e. socks)
- ◆ Decide if you have the ability to store by season then store accordingly

Day Four **Jewelry and Awards (ribbons and trophies)**

- ◆ Assess jewelry, accessories, and awards one person at a time
- ◆ Gather and purge ALL “like” items (category) together. “Purge” one category (i.e. rings) before moving to the next category (bracelets)
- ◆ Determine best storing containers for the remaining items
- ◆ Determine if displayed items (awards and trophies) are to be repositioned or stored; make necessary adjustments

Day Five **Furniture**

- ◆ Assess ALL furniture room by room; remove excess furniture and that which is NOT functioning well or does not bring you joy (consider reducing by 15-25% or up to 30% if room is cluttered)
- ◆ Determine best furniture placement which provides a safe flow (a min. 3½ feet clearance between items)
- ◆ Tie up (zip tie) all electrical cables for lamps, radios, etc. ; dust remaining shelves, window sills, blinds and fans; vacuum couches, chairs, and rugs

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WEEK 4: KITCHEN AND PANTRY AREAS (reposition items for improved work flow)

Tips: Purge kitchenware based on daily use (what you actually use) vs. special occasions; also consider gifting Grandma's china to family now, don't wait for your death. Consider new "homes" for décor, appliances, and cooking utensils to declutter your counters and table.

Day One Glasses and Coffee Cups (yes, including your stemware)

- ◆ Consider limiting yourself to 6 miss-matched coffee cups or replace with a new set from the Dollar Store
- ◆ Consider donating ALL miss-matched glasses and logo'd cups and stemware

Day Two Plates, Platters and Bowls (eating, serving and cooking)

Day Three Pots, Platters and Bowls (eating, serving, cooking and BBQ)

Day Four Utensils (eating serving, cooking and BBQ)

- ◆ Sharpen any knife that needs it before returning it "home"

Day Five Appliances and Storage Containers

- ◆ Only keep storage containers that have matching lids; toss all but 4 take home containers with matching lids
- ◆ Toss all but six paper grocery shopping bags and six recycled plastic shopping bags and six reusable grocery shopping bags
- ◆ Clean appliances that you are keeping (toaster, microwave, coffee maker, etc.)

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Day After The Purge: properly distribute unwanted items

Now that you're done – BASK in the aura of positivity

- ◆ Celebrate - make a toast to yourself and throw "back" your favorite cocktail
- ◆ Pat yourself on the "back" for a job well done
- ◆ Sit "back" and soak up the freedom of space that purging created

Need more help with the Purging Process? Are you moving, relocating or downsizing soon?
Have you decided to sell your home, but have a long To-Do-List to get it ready for the Realtor?
Has you loss a family member and need help with sorting through their belongings?

If you answered **YES** to any one of these questions, then I may be able to help.

Call me at 805.602.1789 for your Free Consultation Session.

www.tidylivn.com

