

# STEPS TO **DECLUTTER** ANY SPACE

## **1. EMPTY IT OUT!**

Now I know this isn't fun, and may even seem super daunting. But completely emptying the space out that your working in will give you a clean slate & a fresh start to getting that spaced organized and functional!

## **2. CLEAN IT UP!**

Once you have everything off the shelves, or out of the drawers, do a quick wipe down of the space.

When I'm decluttering a client's home, I like to keep a canister of wipes handy. It makes this step a breeze!

## **3. SORT IT ALL!**

Once the shelves, drawers or space is empty of all the items, you'll really be able to see everything you have. This is where you'll understand why it's important to empty the space out completely.

I want you to sort, or group, all the like items together. So if you are working in your kitchen pantry, put all of the dry baking items in one area, the baking seasonings together, and so on like that.

Sort until you have every last item grouped (unless it's a lone ranger, of course!)

## **4. DECLUTTER THE EXCESS!**

Now that you can easily see everything you have, grouped and sorted together, you'll need to start paring items down.

For example, if you have 5 spatulas in a kitchen drawer, you may want to think about if you really NEED all five to stay in your home. My guess is, you'll have some "go to's" that are a must stay.

But if you haven't used something for a really long time, if at all, don't keep it!

You can donate it or give it to someone who could actually use it, instead of letting it sit in a drawer and not be useful.

Think about the space you are working with - will you be able to fit everything back in? Will it overflow out, or will you be able to easily find - and see! - everything you are looking for?