



Clutter Test

Paper Management

1. Do you receive catalogs/magazines for items you will never use, but hold on to them just in case?
2. Do you create a "reading pile" of things that need to be read or looked at, but never find the time to do so?
3. Do you have paperwork on your desk that is not current?
4. Do you sometimes worry that bills, important documents, (what we call *time-sensitive materials*) may get lost or fall through the cracks so you can not deal with them properly?

Space Management

5. If you could move to the house of your dreams, on prime real estate, but it does not have any or enough storage space, would you turn it down?
6. Are you a person who buys things they don't need?
7. Are you embarrassed by the way your home or office looks when unexpected visitors drop by?
8. Are the storage spaces in your home or office so full, that you fear for your life when you open them?

Calendar Clutter

- 9. Have you ever missed an appointment, phone call, or meeting because your system for keeping track of appointments has let you down?**
- 10. Do you carry around MORE than 1 “To Do” list?**
- 11. Do you have trouble saying “No”?**
- 12. Have you forgotten why someone phoned you or forgotten to write down the number or forgotten to return the call entirely because you have a poor messaging system?**

Please write down a few areas in your life that clutter is a problem.

Please write down one positive thing about yourself you wouldn't mind telling others about.

Scoring

If you said Yes to:

6 or fewer - Organizationally Challenged

7-10 - Debris Dysfunctional

11 or More - Possession Obsession

It's Not Where You Put It...It's Where You Find It !!!!!

Mail-

- ★ **Open it when it comes in!!!!**
- ★ **Recycle and Shred as soon as you can**
- ★ **Keep Recycle bin, bill paying system, trash can and shredder as close to mail intake as you can**
- ★ **Have one place for bills, one place for important family scheduling**
- ★ **Organize bills by due date in tickler system, more than 30 slots**

Clothes-

- ★ **Weed out at the end of the season; if you didn't get to it then, weed out at the beginning of the season.**
- ★ **Keep only what fits, what makes you look and feel good.**
- ★ **Organize by sleeve length, within that by solids, prints and colors.**
- ★ **Keep clothes that are more casual, (painting or yard work) separate from dress clothes.**
- ★ **Get your shoes off the floor!**
- ★ **Store formal/special occasion items including accessories, in a garment bag and keep in a little used space.**
- ★ **Donations-Keep a Labeled bag lined box near your (and kids) closet or dresser. Post a list nearby so you can write down the item and its condition. Take it with you when you donate to charity and they will give you a receipt for taxes.**

Paper-

- ★ **File alphabetically**
- ★ **Keep near you only what you use on a regular basis - store or archive every thing else you have to keep**
- ★ **If you are a "piler" flip it over and work from the bottom**
- ★ **Lateral filing cabinets give you more storage space than small shallow filing cabinets**
- ★ **Think Vertical!! Bookcases and desktop organizers free up a lot of room**
- ★ **Keep grocery list on fridge, next to coupon envelope. If you have coupons for takeout, leave them in a Restaurant file...And about shopping. Those Bags!! Use cloth bags...they cut down on clutter and save the planet!**

Organizing Your Home

Introduction- Who is Britt - Pack Rat to A Tidy Solution

Clutter Test-

What is clutter? It's Stuff...Everywhere

The Power of Clutter-

- ★ Physical Damage - Injury, Tiredness, Stress
- ★ Emotional - Distraction, Shame, Depression...Sucks the Life out of you

3 Myths about clutter

1. If you have clutter, you are a bad person
2. If you have too much clutter, you will always have too much clutter
3. If you are a Neat person, you are an Organized person

Why Do We Have Clutter?

- ★ \$\$\$\$ - You spent money on it
- ★ Guilt - Someone gave it to you, or died and left it to you
- ★ Maybe - You might need it someday
- ★ Situational - Resulting from Life Transitions

Tidy Tips

Specialty Organizing. It's Not Where You Put It - It's Where You Find It!

Products

Questions