

Are You in a Clutter Cloud?

1. Discover why all the clutter is there....
Not enough time? Can't part with...? Decision!
2. Clean the Surface Spaces.
3. Discard the gray dress.... "Dump it; it's a DOG!"
4. Get the stuff you need like files, containers, etc.
5. Use Labels.
Keep them simple. Color-code the ones for kids.
6. PUT IT BACK WHERE YOU GOT IT FROM!
7. IF YOU BUY ONE...throw one out.
8. Stay focused: The way we see a problem is the problem.
Screen your calls from 9:00 to 12:00 every day.
9. Ditch the junk mail.
Send a "Take me off your list" letter
10. Know Thyself.
Late at night I am GONE!
11. Don't be tempted to say, "I have time for that" if you have undone things.
YOU DON'T HAVE TIME FOR THAT!
12. START WITH THE SPOT THAT DRIVES YOU CRAZY!
Garage, Bathroom, Closet, Kitchen...We are all different
13. Establish places for the rest of the family's keys, dirty clothes, mail.

14. Telephone Talking.

How much do you do? Do you have a headset? Do you know what jobs you can do while you talk?

15. Encourage yourself!

Do some little jobs that will make you feel ahead of the game.

16. Look at every day, every hour as a new beginning...It is never too late!

17. Don't LET YOURSELF GO TO BED WITHOUT TIDYING UP!

You'll love yourself and your home in the morning.

18. Clean out the make-up drawer.

19. What about the prescriptions?

20. Toys for the next generation.

21. White vinegar.

22. Take a "Shopping Boycott" until you clean out the stuff at home.

23. Store holiday items together so you can get them out/up and put away.

24. NEWSPAPERS, MAGAZINES AND CATALOGUES.

25. Give away your tchotchkes ...anything that has value.

26. Feather dust!

27. Remember: Closet, Cupboard and Cabinets. Active Storage.

28. Share the load.

29. Get ready for two times of the day.

30. Books.

