



## #E-LIFE HACKS

### DECLUTTER AND GET ORGANISED

Studies have shown that less clutter in your home and a cleaner, more organised space has a great benefit to your physical and mental wellbeing.

Here's some of our top tips for getting on top of the mess!



#### Make A List

Start by writing a list of the areas you want to de-clutter and tick them off each time.

Focus on one room at a time, or on certain items, such as all your clothes, then shoes, then books etc.

You don't need to do a whole room in one go if that seems overwhelming; start small with one drawer or cabinet. Or, you could choose 5 objects around your house that you use a lot but don't have a home and find a permanent place for them.

Repeating these small steps regularly will help you make a dent in the clutter!

#### Organise Your Items

Decide what is staying and what needs to go! Create separate piles or use boxes labelled: Put Away, Rubbish, Donate, Recycle etc. to help you stay organised.

You don't need to throw everything out; you will be able to recycle some things whilst you may be able to donate others.

At the moment, a lot of charities aren't taking in donations and household waste sites are closed so you may need to store some things (neatly!).

But, lots of charities will accept most items in a clean, working condition so donate anything you don't use anymore, clothes that don't fit etc when it's safe to do so. This also helps your local community too.



### Find a Home for your Papers

Papers like bills, medical letters and contracts can quickly get out of hand if you aren't careful! Set up a simple filing system to help organise your papers. This doesn't need to be an expensive filing cabinet, a box file or folders will do. By storing similar paperwork together, it keeps your surfaces tidy and means you can easily find things when you need them. You could also create an 'Action File' of things you need to deal with straightaway.



### Box In, Box Out

Every time you order something that arrives in a box, fill the box with clutter and objects you don't need ready to put out with the rubbish!

### 7 Bags in 7 Days Challenge

Commit to filling and THROWING OUT 7 bags worth of clutter and things you don't need over the course of the week.



### Make it Fun!

Put on some music whilst you are decluttering and award yourself a treat at the end!

### Schedule It!

Plan to spend 15 minutes every day decluttering. By planning manageable chunks of time dedicated to decluttering, you are more likely to keep it up!

**THE PARTICIPATION TEAM**

### Not Sure Whether to Throw It Away? Ask Yourself...

#### *Decluttering Tips*

#### Should You Keep It? Or Trash It?

#### 7 Questions:

1. Do you use this item regularly?
2. Do you love it?
3. Do you think you're obligated to keep it?
4. Do you have multiples of it?
5. Is it broken?
6. Could you use this space for something else more important?
7. Do you have something else that does the same job?

[DeclutteringYourLife.com](http://DeclutteringYourLife.com)

### Create a Maybe Box

Still not sure whether to throw something out? Put it in your 'Maybe Box' and put it away out of sight.

After a set period of time like a month, get the box back out. If you haven't needed or thought about the object, you'll probably be able to throw it away!

### Reuse and Recycle

You can also reuse and recycle lots of everyday objects around your house. Not only does it help the environment, but it saves money and helps keep your space more organised. You can re-use empty food jars, tins, candle jars, and cereal boxes.

