

SEVEN KEYS TO LETTING GO OF CLUTTER WORKSHEET

step 1: connect with the finished result

Why do you want to change your space or get more organized?

What are you making space for?

How will your space look, feel and function when you're finished?

List in vivid detail the benefits you will realize when you are more organized. How will you feel? What will you be able to start doing or do more of?

step 2: call upon past successes

Record the benefits you realized last time you let go of unwanted and unneeded things. Record how you felt afterwards; lighter, calm, more positive, energized, relaxed, etc. Add everything that comes to mind—all those good and happy feelings—below.

step 3: prioritize

Which belongings in your home are most important to you?

step 3: prioritize (continued)

Which activities in your life do you want more time or space for?

step 4: decide how much is enough

List below the items you love and those you want to make sure you have plenty of. Then, for each item, write down how much is enough. Be concrete. For example, twenty t-shirts are enough.

step 5: anticipate and remove your obstacles

In the space below, list the items you anticipate will be difficult to let go of and why. Use the strategies [in the article](#) to overcome your obstacles and create the benefits you outlined in step 1.

step 6: create results quickly

Now it's time to take action! Go into your space and start paring down. Then, come back here and jot down all the *positive* feelings you experienced as a result of your efforts!

step 7: keep building on your successes

Keep taking action and record your on-going positive results and how you feel about them below. Use your worksheet to keep moving in the direction of your goals!

ONCE YOU GET STARTED, KEEP TAKING ACTION!

- * Get ongoing organizing ideas by signing up for the simplify 101 weekly quick tip. Visit <http://www.simplify101.com/organizing-tips-newsletter/> to sign up.
- * For a more in-depth discussion on organizing obstacles and how to get around them, join the online class [The FUNdamentals of Getting Organized](http://bit.ly/1ArOnW5). <http://bit.ly/1ArOnW5>