

JUMP START TO GETTING ORGANIZED

Taking Control of Your Things

Exercise #1:

Use your answers to the following questions to guide you as you decide what to keep and what to let go of:

- What do you want to do in this room or space or what is its purpose?
- How do you want to room or space to function?
- How do you want the room or space to look like?
- How do you want to feel when you walk into the space or room?

Exercise #2:

Rules help minimize decision making. Using the following steps create two or three rules that will serve you as you go through your things.

Step 1: Identify broad categories of the things in your space. For instance: bills, clothing, magazines, catalogues, etc.

Step 2: Think about the types of things that fall into those categories and make a single decision that you can act on. For instance: Bills: I will only keep bills that I cannot access online. Clothing: I will let go of all black clothing or clothes that have any holes in it. Magazines: I will let go of any magazine that I've had for over a month and haven't read. Catalogues: I will let all catalogues go because I know I'll get another.

Rule 1:

Rule 2:

Rule 3: