



CLEARING YOUR PHYSICAL CLUTTER

STEP 1 – Preparation

1. Identify Your Clutter Zones

Start in a room in your house, say the living room. Take a note pad and pen make a simple sketch of the room and mark all the areas of clutter.

2. Prioritize Your Clutter Zones from 1 to 3.

1 - representing the small areas; 2 - the medium areas; 3 - the large areas of clutter. A small area might be a drawer full of knick knacks, a handbag, a box of papers or jewelry you are meaning to take to be repaired. A medium area might be a closet, a filing cabinet or a bathroom cabinet. A large area might be the garage or your walk in closet in the bedroom. Mark with a big red asterix the areas that bug you the most!

3. Your Exit Strategy

Now you have some idea of the amount of clutter you have, you can decide what you need to get it out of your home. You may decide you need to order a DUMPSTER!

However most of you will find A STACK OF LARGE TRASH BAGS to throw things away and A SET OF CARDBOARD BOXES is a good place to start.

Using a marker pen, clearly mark the boxes. Here are the boxes you need:

A TRASH BOX – for things you want to throw away

A GIFT BOX – things you want to give to friends and relatives

A DONATIONS BOX – things you want to donate to charities, libraries, shelters, schools etc

A RETURNS BOX – things you need to give back to people, to stores, websites etc

A FOR SALE BOX – things you can sell or exchange

A RECYCLE BOX – for paper, bottles and hazardous goods

A TRANSIT BOX – for things that belong in another part of the house or need a space to be created for them once you clear your clutter!

A REPAIRS BOX – for things you want to repair, renovate or alter (Set a time line and if you haven't done it by then recognize you will never get to it and LET IT GO!)

A DILEMMA BOX – for things you haven't decided whether to keep or let go

Storage Boxes

Resist the urge to buy storage boxes! You don't know what you will need or what size until you have cleared your clutter. Our focus is on LETTING GO of stuff first. Once we have discarded everything then we will figure out where the rest goes and IF we need any extra storage. Now you're ready to get to work!

STEP 2: Let's Get Down to the Business of Letting Go!!

Traditionally most organizers have approached de-cluttering by location. Most people clear out their stuff room by room. Many of you are already engaged in the process and have been doing it that way if that's the approach you are using. The other method that has been popularized by Marie Kondo, the new guru of decluttering and organization is to clear by category.

A. Clearing By Location

1. Identify Your Clutter Zones and make a plan of where you will start and in what order.
2. Set a time-frame for each task.

3. Start with the zones that are easy to clear out first and work your way up to the things that are harder.

So you might start with clearing out your clothes in a bedroom, miscellaneous items, then your furniture, books, art and decorations, finally your photographs and mementos. (The sequence depends on what is of value to you).

And follow the guidelines for discarding (D).

B. Clearing by Category

Marie Kondo, best-selling author "*The Life Changing Magic of Tidying Up*" and current guru of de-cluttering and organizing, recommends a different approach that I used and found very effective. Here are the key elements of the KONMARI METHOD that I recommend:

1. LET GO FIRST. Only ORGANIZE after you have let go of your stuff. Once you finish, ORGANIZE your space thoroughly and completely in ONE SHOT. When you do this, Marie Kondo claims "you'll never revert to clutter" again.

(I don't if the no rebound effect is true, but I do know that this strategy works in terms of clearing clutter FAST)

2. Focus on DISCARDING FIRST. (Organization only comes after you've got rid of all of your clutter)

3. Clear by CATEGORY not by location.

The advantage of this approach is FOCUS and SPEED.

When you clear room by room, you are required to make multiple decisions about different kinds of items. Some of these are easy to discard and others that have emotional attachment to them. In your bedroom, you may have clothes, photographs, books, art, work out equipment and various knick knacks that you've gathered over the years.

Having these conflicting items pulling on your energy as you are making decisions takes more time and energy. You are more likely to get distracted, quit for a few days or be tempted to get into organization and storage while you are deciding what to discard.

4. WHAT ORDER DO YOU CLEAR IN?

Marie Kondo recommends a specific order if you are clearing by

category: Clothes

Books

Papers

Komono

(Miscellany)

Mementos

I abandoned Marie's order because books and paper are the most challenging items for me. I tackled papers last.

5. GET THE JOB DONE IN ONE GO. Marie Kondo calls de-cluttering "Tidying up" and says you should treat it like a special event.

So if you are going to clear your clothes set yourself a period of time when you are going to get it done. (Be realistic about your schedule and other commitments!) and focus on getting it done in that timeframe).

Decide if you will clear your clothes in a week for instance and create blocks of time so you can get the job done.

I'm a pragmatist and believe in doing what works for you. We are all individuals and have different ways of approaching things. I've tried the room-by-room method and the KonMari approach. They both work but I found the clear by category method more effective and faster.

I liked the fact that order was happening in different rooms simultaneously. My clothes and books were in several rooms. So by clearing up the category, I began to see order and space open up in several rooms at a time. I found that motivated me to keep going.

Others of you may find it unsettling and prefer to get one room in absolute order at a time. Some of the participants in the program preferred that method. I highly recommend giving the KonMari Method a good try. If it doesn't work for you, go back to the room-by-room method.

If you are clearing room by room, use the clutter zone method. Starting with the easiest zones first.

Bottom Line: Do what works! Start with the easy things to clear and work up to the areas that are most challenging for you because by then you have created a clutter clearing muscle.

SOME OTHER STEPS THAT I RECOMMEND.

6. PUT IT ON YOUR CALENDAR!!!! Make sure to schedule the time in your calendar. So it is as important as all the other items in the calendar. Remember *"If it's in your schedule, you will see it in your life."* ~~Odunton & Deras

If you don't make a date with yourself to do it, it's easy for it to be pushed aside. I like to do my clutter first thing in the morning, and recognize that it is something that affects you energetically.

Do it in blocks of time, 20 minutes, and allow yourself to achieve something, take a break, kind of shake it off energetically. Let your hands move, create a new energy before you get back into it. If you know that you're doing it in blocks of time, you can then schedule. If it's a busy day, you might only do one block of time but you keep constantly moving it forward. At least do something everyday and keep that momentum going because we're really building a muscle.

7. Using a TIMER is also very helpful in managing your time.

So if you are going to clear your clothes set yourself a period of time when you are going to get it done. Use a timer and starting in small chunks. Start by doing 20 minutes at a time if it's overwhelming or tiring for you. You're probably very sensitive and you're feeling the energy of clutter. Be realistic about your schedule and other commitments! Focus on getting what you can get done in that time frame.

Decide if you will clear your clothes in a week for instance and create blocks of time so you can get the job done.

8. APPLY THE CLUTTER TEST: This is how you decide what to keep and what to let go.

"We should be choosing what we want to keep, not what we want to get rid off."

~~Marie Kondo

Ask Yourself Four Critical Questions:

i. Do I love it?

Marie Kondo says we should ask ourselves “*Does it spark joy*”. I love this phrase because it sets a high bar and goes to the heart of your *SoulSpace* Journey. You are creating a new environment which reflects the real you and nurtures your soul. You are embarking on a soul journey in which you will connect with the highest and best part of yourself – that inner guidance. As get clear on who you are and what you really want in your life at this time, you will learn to give yourself permission to follow your heart’s desires instead of worrying about what other people think and say about you. The choices about what and who you include and bring into your space and your life will become very clear.

Pick up each object and ask yourself:

How does it make me feel, when I touch it, think about it or look at it?

ii. Does it nourish my soul?

This gets clearer as you do the *SoulSpace* Journey and get clearer on your priorities and who you really are right now. So instead of holding onto an old identity (my vavava-voom dress a sexy, clingy black antique designer dress I wore to a premiere at 38 when I wanted to attract a new partner, I gave it to someone who would value it and use it! I had held on because I was still attached to my former “hot girl” identity and a part of me was resisting aging. Once I recognized that and learned to love who I was now, I discovered that it wasn’t important to me to keep it and in fact it was a pleasure to bequeath it to someone and see their excitement at wearing the dress.

Whether it’s your physical clutter or your emotional clutter or your thoughts, you just want what you love, the things that **NOURISH YOUR SOUL AROUND YOU** and that reflect who you truly are.

iii. Is it genuinely useful and do you use it?

Ask yourself: **WHEN DID I LAST USE IT?**

We often get stuck and hold onto things because they are “useful” or they “still have some use in them.” Things are only useful if you use them! Everything is energy and keeping items that you don’t use means you are surrounded by objects that have stagnant energy. They are blocking your flow. And most of us have well over a clutter ratio of 62%!

Keep only the things you love, and **USE** and let go of everything else. 3. Is it safe for me to let it go?

Bottom Line: If you don't use it, LOSE IT!

iv. Is it safe for me to let it go?

The fact is there are some things that you are not ready to let go of. We hold onto stuff for all kinds of reasons.

We tell ourselves we will keep something "just in case I need it sometime in the future" because we are afraid and don't trust that the Universe will take care of our needs and we will be provided for in the future) or because it belonged to someone we loved, or it represents a part of our past self that we are not ready to let go of (we are holding onto an old identity, holding onto the past).

In either case if that's where you are, keep your stuff, be with it, set a timeline for the "I might use it in the future" stuff and see if you really use it. If you haven't, then see if you are willing to let it go.

Throughout the journey, you will have processes and energy clearings to support you in letting go.

But honor your feelings and only let go when you are ready.

Once you start letting go and changing your environment, (and your life), you will find that it becomes easier to let go of your fears and attachments to your things and your past.

9. BE CONSISTENT

Consistency is more important than the number of hours you spend. Your *SoulSpace* Journey is 8 weeks long. If you clear your clutter consistently you will be amazed at how much space you will create in your life.

10. GET RID OF 16 ITEMS A DAY AT THE MINIMUM

This will strengthen your de-cluttering muscle. It takes 21 days to create a habit. If you get in the habit of letting go of at least 16 items a day every day of your *SoulSpace* Journey you will be amazed at the momentum that you build. Do it even on those days you are busy. Magazines, pens, pieces of paper....anything will do. Just maintain the habit and you will clear your clutter.

11. CLEAR THE ENERGY – LET IN LOTS OF FRESH AIR

When we're working on clutter, we're surrounded by stuck energy. We're literally in this very dense environment. Before you start clear the energy. It really helps if we wash our hands, if we shower at the end of a clutter clearing day, we move our energy so that we aren't in this sort of dense, flow, thick energy and less air into the room, open the windows, let air in, and open the doors.

After you finish and sort of clear the room out so that you're not sort of stuck in this very dense kind of energy. It helps to refresh yourself, it helps to be conscious of the energetic environment.

12. WEAR BRIGHT COLORS

Don't wear black. You might consider wearing black because you think you are going to be dealing with a lot of stuff and some of it is messy, but actually wearing colors that lift your energy and your vibration is a really good idea. Red, yellow and green. Colors that are vibrant. They lift your energy.

13. MUSIC

Some organizers say you must never have any music, you want to be with your clutter and think; do what works for you. If you find music cheers you up and makes you feel energized, play music. Try it both ways and find out what works for you. On different days, it may be different things.

Silence can be very valuable on your *SoulSpace* Journey. You can use the time to make conscious decisions about what your letting go of and discover where you struggle. Being present with yourself and asking yourself questions can be very revealing.

Ask yourself: Is this something I really want to keep? If I don't like it, why am I holding onto it? Am I afraid that if I give this away, I won't be able to replace it? Am I concerned that the friend who gave it to me will come and visit and find out it's gone. Is their opinion more important to me than how I feel? The process can become like a meditation with yourself as you're moving through the process

14. TAKE PHOTOS

Take a picture of whatever it is that you are clearing. The whole point of taking a

photograph of the areas where you're going to deal with your clutter is number one, for you to really see it because sometimes we get to a place where our mind kind of tunes it out. It's affecting us but we tune it out. Sometimes, we don't even see all the things that were in the room. We want to have a record of the before and the after.

Take it from the same angle so you can really compare your before and after. Take a picture of the inside of the closet and then take a picture afterwards and make sure that you use the same angle so that you can really see the change.

Taking photos is a way of encouraging yourself and really acknowledging that you made progress. When you have a big house or a big space to do, after a while you're more aware of what you haven't done than what you've accomplished. It's nice to keep a record and see what you've done.

It's also a great way to record memories and mementos without having the clutter. Instead of keeping them looked away in boxes, create a collage or artwork that keeps them in your present.

15. FIND YOUR BEST TIME OF DAY

Get in tune with yourself because this is also about reading our energy.

SoulSpace is about getting connected listening to ourselves, feeling what's right for you. When does it work best for you to clear your clutter? If you find that you have more energy to do it in the morning then do it in the morning. Pick a time and make a date with yourself and schedule it on your calendar.

Find your best time of the day, schedule your clutter clearing, create a way to use the time that really serves you. If you like to have music, then just be aware and conscious of what it is you're choosing and at least give yourself periods of time when you can allow that decision making, that reflective time as well.

16. ASK FOR HELP

Post your question in the forum. Ask for coaching and support. If you feel overwhelmed, partner up with someone else in the group and become clutter-clearing partners so you can hold each other accountable.

17. CREATE A DECIDE LATER DRAWER OR BOX

You don't have to decide right away. If you're afraid to let things go, create one area where you put things that you aren't ready to let go of and you are finding yourself having a shall I, shouldn't I, kind of conversation about them. Set a deadline for yourself

as to when you will revisit the drawer. Then go back and check it. See how you feel now. Do you feel like wow, I really have missed this and I want to have it in my space? If so, put it back in the house somewhere where you see it and you've touched it and you'll interact with it. Or, are you ready to acknowledge that you're grateful for what it's meant to you and what it's done, because even the things we don't like serve a purpose.

18. WRITE DIFFICULT TO DECIDE ITEMS IN YOUR JOURNAL

This way you have a record and you can bring those items up for coaching, support and for you to explore and journal about.

19. REST!

When you finish clutter clearing, take a nap if you're tired. Clutter clearing takes up energy. Revitalize yourself. You deserve it.

20. CELEBRATE AS YOU GO ALONG

Every week as you go along through this process, give yourself treats. Give yourself ways to acknowledge yourself and celebrate. Tell us when you have accomplished something. Show us the photograph of the closet that you have changed or the room that looks different.

21. TREAT YOURSELF.

Give yourself a reward. If your image of the environment you want to create is to have candles and beautiful music, treat yourself and allow yourself to buy one of those beautiful candles that you want to have or create an evening where you have bubble bath and beautiful music and add beautiful the candles. The more you bring in elements of the *SoulSpace* you want to have, the more you are becoming a vibrational match for the thing you want in your life.

Treating yourself and doing something nice for yourself is a really great way, reward yourself for actually tackling this and taking it on. It isn't easy. You're going to get into emotional areas, you're going to get into conflict sometimes with your loved ones. It's going to bring up a lot of your past.

It takes courage to do this. We want to acknowledge you and love you through the process.

22. BE KIND, BE GENTLE, BE LOVING TO YOURSELF.

Most of us are our worst critics. Clutter brings out our critical, judgmental and unkind self.

The more loving you are to yourself in the process, the easier and more enjoyable it will be. Enjoy the process rather than beating yourself up all through it.

23. USE YOUR SOULSPACE JOURNAL

I have created a journal where you can record your successes, your insights and discoveries. I also encourage you to write down 3 things you are grateful for. This is a powerful way to shift you out of negative thinking and put you in a frequency that aligns with the Flow or Source Energy.

24. POST IN THE FORUM AND SUPPORT EACH OTHER

When we share our intentions and work towards a common goal, we become a superordinate organism, capable of producing far greater results than we can on our own. Post your challenges, your successes, your insights and discoveries in the forum, give others feedback and enjoy the journey!

