



A QUICK START GUIDE
to
ORGANIZING
ONE ROOM
in
FOUR WEEKS!





How Do I Get Started?

I hear from people frequently that they want to get organized but they don't know where to start.

If you have a huge project, or multiple decisions to be made, it makes sense that one wouldn't know where to start. It all looks like one big, overwhelming chore. Hundreds of choices and decisions. None of that feels good.

Instead, we can look at the situation with fresh eyes.

The first step is to decide what your goal is for your space. Then, make the decision that you will follow through on your project.

Those two steps can get you on your way to decluttering and getting organized!

Once you know what you want to use your space for, and how you envision it, you can take small steps forward towards that goal.

If you don't take the time to decide what your end goals is, you won't have something to move towards.

Use the following sheet to create the vision for yourself. Using this as a reminder while you work on your project will keep you focused, confident, and moving forward.

When one starts to back off of a project, that's when the momentum starts to slow down. Don't allow this to happen with you! Create a few options to help keep you accountable.

Examples:

1. Reading your vision regularly.
2. Having a friend you can share your progress with.
3. Journal about your journey.
4. Take photos. (Before, during and after)

Take the time to write it all down and it will pay off!



Your Vision

This sheet is from a bootcamp where we tackle one room in 4 weeks. Maybe it can inspire you to tackle one of your rooms!

Room to Complete:

How does this room make you feel?

What is the purpose for this space?

What do you like? Dislike?

What do you avoid in this room?



Your Vision (cont.)

How do you want to feel in this room once organized?

What would you like to change in this room?

How do you feel emotionally about this project?

Notes:



Getting Started

- You have decided where you want to focus your decluttering efforts and that you are dedicated to seeing it to the very end, a completed project.
- You took the time to write out your goals and your vision for your space.

Now you are very clear on what you want to do moving forward!

Doing this foundational work is what will help to ensure that you will complete the project!

The next step is to decide how much time you want to invest each day and week.

- Can you commit to 10, 20 or 30 minutes a day?
- How many days a week do you feel is reasonable to commit to?
- Write it down, maybe on your calendar, and commit to following through.
- Nothing is set in stone, changes can be made as you learn what work for you and what doesn't work while working towards your goal.

GETTING STARTED:

- Write out your plan.
- Commit to it.
- Have accountability.
- Use clutter questions when you feel stuck.
- Have a goal and deadline.
- Celebrate the wins, have grace when you feel you fell short.

GET EXCITED!!!!!!!

You are on your way to a decluttered and organized room in four weeks!



Clutter Questions

Questions some ask when struggling to let go items when decluttering:

- A. Will something bad happen if I decide to let go of this?
 - B. Will I miss out on something if I decide to let go of this?
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Here are follow up questions to help breakthrough the cycle of indecision:

1. Does this item still serve me?
 2. Does this item support my current vision for this space?
 3. Does keeping this item support my new goals?
 4. Do I want my children to have to sort through this?
 5. Does this support my new life and my future?
 6. Is this a distraction in my life?
 7. Does looking at this make me feel good about myself?
 8. Does looking at this bring up past hurt or negative thoughts?
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You don't need to use all of these questions. Highlight the ones that you connect with and feel are important questions to ask yourself.

Using the questions regularly will build your confidence, help make decisions easier and learn more about what your vision is for yourself and your space.



End Results

What I love about my space now:

What I learned during this process:

How will I keep it this way? What is my accountability?

Notes:



Angela Agranoff, **The Unclutter Angel**, is a wife, mother of three, clutter coach, author and speaker. She shares creative solutions to assist working women and work at home moms to end the frustration of being unorganized. By crafting clutter strategies, sharing effective tools and sprinkling it all with love and encouragement, clients can move forward to declutter and complete organizing projects!

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