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| **Room & Intention for the Space** | **Stress score (1=low, 10=high)** | **What is the issue with this space? What should it contain? What needs fixing or throwing away?** | **What needs to be done, by who, how and by when?** |
| **Living Room***(e.g. cosy and relaxing)* |  |  |  |
| **Kitchen***(e.g. clean and organised)* |  |  |  |
| **Bathroom** |  |  |  |
| **Bedroom 1** |  |  |  |
| **Bedroom 2** |  |  |  |
| **Bedroom 3** |  |  |  |
| **Office/Study** |  |  |  |
| **Garden/Balcony** |  |  |  |
| **Attic** |  |  |  |
| **Basement** |  |  |  |
| **Phone** |  |  |  |
| **Computer** |  |  |  |
| **Car** |  |  |  |
| **Work** |  |  |  |
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**Tips For Decluttering Your Home**

1. Score each room in your home on a stress scale of 1 to 10 (1=low and 10=high) this is how you will prioritise which spaces to declutter first.
2. Set an intention for what you want to experience within that space (e.g. a clean, organised, minimalist kitchen or a cosy, relaxing living room). Create a vision for it whether in your mind, or create an actual Vision Board for that space.
3. Take photographs before and after you declutter a space to show you how far you have progressed and to motivate you to continue decluttering the other space in the home/at work.
4. Select an area in the house, garden, shed, loft, basement where you can store the items which are going to be disposed of.
5. Open each drawer and cupboard and separate the stuff contained into 4 categories:
6. Items to Keep
7. Items to Sell
8. Items to give to Friends/Family or Charity
9. Items for the Bin/Recycling
10. Decide what you want each drawer and cupboard in your home to contain and start organising the items you want to keep in it – you can use containers for grouping smaller items
11. Ask yourself what purpose each item serves; if you haven’t used it in over a year consider selling it, giving or throwing it away.
12. Work your way around each room in the house until it is organised in a way that makes your life easier. And then start working on the extended areas e.g. garden, attic, basement, garage etc
13. Put some decent music on or have your favourite show playing in the background while you tackle each room. Or put headphones on and call friends/family for a catch up – time will fly!
14. Use cleaning products that smell amazing to clean as you go – there is nothing more satisfying than to smell the freshness of your labour!
15. Be ruthless with what you throw out/give away – if you don’t use it, want it or love it then it needs to find a new home. If it’s broken and cannot be repaired then bin it!
16. Re-home unwanted items – do a good deed while making room in your home, give your unwanted items to a friend/family/neighbour or to a charity.
17. Sell unwanted items – one man’s junk is another man’s treasure! There are lots of websites where you can sell what you no longer want or need and make some extra money (e.g. eBay, Gumtree and Facebook). You could be sitting on the deposit for a new car or holiday!
18. Become acquainted with your local Recycling Centre – being able to dispose of broken and tatty items is one of the most satisfying things about decluttering your home – its strangely cathartic!
19. If you have an excess of items which need disposing, you may need to consider hiring a skip or rubbish removal company.
20. Set up a schedule for how you will maintain your newly organised home, even if it’s just that you will complete this decluttering exercise once or twice a year. And consider how the people you live with can contribute to the ongoing maintenance – it may be time to consider a rota!
21. Have fun replacing items that no longer bring you joy, or items which you associate with unhappy or unwanted memories. With the holidays coming up it’s the perfect time to ask for what you want/need.

If you would like further inspiration on decluttering your home, check out the following 30 day challenge courtesy of Becky Mansfield @yourmodernfamily: [Declutter Your Home in 30 Days with this Free Declutter Challenge! (yourmodernfamily.com)](https://www.yourmodernfamily.com/decluttering-challenge/)

**Tips for Decluttering Your Work Environment**

1. Use anti-bacterial wipes on keyboards, phones and other tools regularly especially when sharing equipment. Screen-wipes are needed for electronic devices to avoid smudges.
2. Organise all paperwork, archive what is no longer needed or shred it where appropriate.
3. Go through electronic folders, create subfolders for easy identification of documents and create archive folders for documents which can be stored away.
4. Clear out email inboxes and organise what you need to keep into sub-folders.
5. Throw away any tools that don’t work or prioritise getting them serviced/fixed.
6. Unsubscribe from junk mail in your personal and work email accounts and delete any apps/ programmes you never use to free up space on your device
7. Delete items in your recycled folders to free up room on your devices which will run more efficiently; this includes computers, laptops and phones.
8. Have at least 1 personal item in your workspace that provokes joy e.g. a plant or photo of something/someone you love.
9. If you drive to and from work or use a vehicle during work hours, try and clear out any rubbish on a weekly basis to prevent it building up. Ensure your vehicle is serviced at least once a year and topped up with anti-freeze, windscreen wash and tyres are pumped and roadworthy. And a valet every couple of months will help keep it looking and smelling clean and at its best.