



Decluttering Your Physical Space

Decluttering your physical environment—both at home and at work—can lead to significant improvements in your mental well-being, productivity, and overall quality of life. A tidy space reduces stress, enhances focus, and creates a sense of calm, making it easier to relax and be more efficient in your tasks. Using a template to assess and create an action plan for decluttering helps streamline the process by providing structure and clear steps to follow. This method ensures that no area is overlooked, making the task less overwhelming and more manageable. Ultimately, a well-organized environment fosters harmony, allowing you to enjoy your space and live more mindfully. The following exercise is recommended to Life Coaching clients as part of [‘spring cleaning’ their lives](#) and creating the mental and physical space for what they actually want.

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 steps need to be taken to create less stress in this area; by who, how and by when?
Living Room <i>(e.g. cosy and relaxing)</i>			
Kitchen <i>(e.g. clean and organised)</i>			
Bathroom			
Bedroom 1			
Bedroom 2			
Bedroom 3			



Office/Study			
Garden/Balcony			
Attic			
Basement			
Phone			
Computer			
Car			
Work			
Other			



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 each space (e.g. a clean, organised, minimalist kitchen or a cosy, relaxing living room). Create a vision for it whether in your mind, a Pinterest board or 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 spaces in your 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:
 - 1) Items to Keep
 - 2) Items to Sell
 - 3) Items to give to Friends/Family or Charity
 - 4) Items for the Bin/Recycling
6. 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.
7. 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.
8. 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).
9. While you tackle each room you can put on some music, a podcast or audiobook; have your favourite show playing in the background; or put headphones on and call friends/family for a catch up – time will fly and you will feel even more productive!
10. Use cleaning products that smell amazing to clean as you go – there is nothing more satisfying than smelling the freshness of your hard work.
11. 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 or recycle it!
12. 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 which you value and support.



13. 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, Vinted, Gumtree and Facebook). You could be sitting on the deposit for a new car or holiday!
14. 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!
15. If you have an excess of items which need disposing, you may need to consider hiring a skip or rubbish removal company.
16. 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 of the home – it may be time to consider a rota!
17. Have fun replacing items that no longer bring you joy, or items which you associate with unhappy or unwanted memories. A happy home should be filled with things which spark joy and inspiration.

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 devices.
7. Delete items in your recycled folders to free up room on your devices which will run more efficiently; this includes computers, laptops, tablets and phones.
8. Have at least 1 personal item in your workspace that provokes happy thoughts, feelings or memories 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.
10. Ensure your vehicles are serviced at least once a year and topped up with anti-freeze, windscreen wash and tyres are pumped and roadworthy. A valet every couple of months will help keep it looking and smelling clean and at its best.



Well done on taking this first step to decluttering your physical space, and making room for what you actually want to be experiencing in your environment. For those wishing to declutter more than just their physical space, and to start creating a life you can love and be proud of, The Mindful Life Coach UK offers a free consultation and taster session, to explore how Transformational Life Coaching can guide and support you on your personal development journey to self-awareness, emotional healing, resilience and self-empowerment. Don't hesitate to reach out today!

[CLICK FOR FREE CONSULTATION](#)

The Mindful Life Coach UK

Nichola Pyrkos, B.Sc., M.A.
Transformational Life Coach



www.themindfullifecoachuk.com



mindfullifecoachuk@gmail.com



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Resilience to Weather Any Storm"*

