



Welcome all!

***What space in your home or
workplace would you like
decluttered?***

Please share in the chat.

Spring Cleaning: Decluttering Your Mind and Space

Agenda for our time

- I. Sharing intentions
- II. **Clutter (defined) and its impact**
- III. The **benefits** of decluttering spaces
- IV. **Practical tips** for decluttering, resetting, and habits for maintaining your spaces
- V. Questions and share your own tips

Q. What is clutter?

A: A collection of things lying about in an untidy mass (less severe and more common than hoarding, it is characterized by disorganization)

Q: Should we be concerned with clutter?

A: It depends!



Q: Should we be concerned with clutter *in the workplace*?

A: Clutter can

- Create safety hazards
- Reduce productivity
 - Waste time
 - Distract our attention
 - Make us less efficient at processing information

...alternatively, it can support creativity and divergent thinking.



Clutter and Mental Health

Research has shown that clutter:

- Creates stress and anxiety at home, esp. for women
- Causes family/relationship tension
- Exacerbates money issues
- Decreases one's sense of well-being and happiness

Clutter is a breeding ground for dust, mold, mildew, and germs



Mess Makes Stress

The Benefits of Decluttering Spaces

- A. Confidence/self-efficacy booster
- B. Energizes
- C. Reduces anxiety and stress
- D. Gives your mind a chance to wander
- E. A physical activity
- F. Lessens relationship/family tensions
- G. Find lost treasures
- H. Saves time searching for things



How do these spaces make you feel?



Let's Tackle the Clutter!

Strategies and Tips



Common reasonings
behind holding on to
things:

“I spent good money on this.”

“I might need this.”

“It still works.”

Be honest with yourself!





Agonizing?

Test if you'll miss it

Seal items in a box for a determined amount of time (such as 3 or 6 months); if at the end of that period you haven't opened the box, donate it to charity.

Decluttering Strategies and Tips

- Choose a system that works for **your** brain (small steps or tackle all at once)
- Create a to-do list
- Starting at the door, sort and purge the floor
- Sort by category, not location
- Avoid purchasing storage bins until after you've decluttered

Pick the strategies that work for you!





Resetting Spaces

Clear out a room...

...Bring back in only
what is needed.

Start with a bookshelf!

Clothes Closets and Emotional Clutter

What stops you from letting go?

- Nostalgia
- A past version of yourself
- Memories and associations

Donate if:

- You haven't worn it in a year
- It doesn't bring you joy
- You have multiples
- It doesn't fit anymore

Focus on how the clothes will bring joy to others in need!

Out with the old to make room for the new...



Feeling Overwhelmed? No Time?

Try these!

- Habit-stacking
- Put 30 minutes into your calendar once a week
- Find an accountability buddy
- Drag out a pile of clothes while you're watching TV
- Focus on one room for the next 8 weeks



1. One Touch Rule

- If it can be taken care of in less than 5 minutes

2. Establish a drop zone when entering your home

3. The Rule of Five

- When leaving a room, take 5 things out with you
- Devote 5 minutes every hour for a day

4. Keep bills, receipts for one month

5. Scrap paper notes; use the internet

6. Avoid impulse buys

7. Sweep through rooms with a laundry basket every night

8. Keep everyone involved!

Developing Better Habits



Focus improves

stress lowers

energy increases

Start planning today!



Step 1. I want to _____, so I can_____.

Step 2. List of action steps

- 1.
- 2.
- 3.
- 4.

Step 3. Provide weekly updates to an accountability buddy

Reach out to us!

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