

10 Minute organizing guide



NOT EVERYONE NEEDS THE SAME TYPE OF ORGANIZING HELP. THIS IS A GENERIC GUIDE TO HELP YOU GET STARTED ON THOSE OVERWHELMING PROJECTS. THE PRINCIPLE IS THE SAME, YOU APPLY THEM TO YOU LIFE ACCORDINGLY.

- **Pick a drawer, stack of paper, cabinet, etc**
 - A project you will feel comfortable stopping once the time is up. If it is a big project, select a 10 minute portion to help break it down. (After the 1st time you try this it will help you to estimate the next project)
- **Set a timer for 10 min**
 - I really mean it, set a timer on your phone, stove or microwave. This will help motivate you to get started and complete your overwhelming projects. Be it big or small. You will be shocked at what you can go through in that amount of time.
- **Separate & keep like items together as you sort**
 - It can be different piles or stacks. Example: donations, other peoples' items, returns, things needing to go into another room. Use bins, bags or boxes to help. This will give you a literal visual of how much of what you have. Helping with where and what to store in once you are finished.
- **Utilize containers and labels (Use what you have, before you buy products)**
 - Decluttering helps with many things including clearing out items you can repurpose. Like furniture, containers and other storage items. Saving you money by removing the things that no longer serve you.
- **Designate homes for each item. (Even if the project is not complete)**
 - Put away the items you have sorted through or in a container to keep it out of the way/sorted. If you are stuck on what to do with something, walk away. Start on another part of the project and then circle back. The answer will come to you.
- **Be proud you pushed through**
 - Excuse me as I yell this at you: IF YOU DO NOT ACKNOWLEDGE WHAT YOU HAVE ACHIEVED YOU WILL INTURN NOT GIVE YOURSELF CREDIT. CREATING NO MOMENTUM FOR THE NEXT TIME YOU UTILIZE YOUR SPACE.

Things that are harder to do for 10 minutes straight

Running (I am lazy so that may just be me 😊)
Holding your breathe
Listening to an awful sound
Holding a squirming child
Gargling mouthwash

You see where I am going! Do not act like 10 minutes isn't a long time. And that every step forward doesn't count. ESPECIALLY if you have steps back. You got this!

YOU BETTER BE NICE TO MY FAVORITE UTILIZER!!

