

# ULTIMATE DECLUTTERING ROUTINE



*ALL THINGS ARE DIFFICULT  
BEFORE THEY ARE EASY*

# Suggested Use

This can be used in various ways in developing a routine. It can be used on a daily basis or a weekly basis, but I do not recommend using it as a monthly routine as clutter happens quickly.

Decluttering can be overwhelming, not knowing where to start leads us to give up. Using this routine will give you the ability to declutter with ease, well we hope so anyway. This task is easier to do in steps verses tackling a whole space. It allows you to choose how much you will/can do each day along with how much time you will dedicate to it.

Do not print this PDF out as it just adds to more clutter. Instead put it on an electronic device in a place that make sense. When talking about what makes sense we wouldn't remove are deodorant from the nightstand and put it in the sock drawer .

Containers are a great way to organize items. If you already use them you will find that in the process of decluttering some will become empty. You can then use them for organizing.

If you need additional help feel free to contact me for one free 30 minute consultation call via phone or zoom. Email me at [triparishdeclutteringservices@gmail.com](mailto:triparishdeclutteringservices@gmail.com) with HELP in the subject line. Let us know 3 dates and times that work for you, we are on Central time.

You do not have to do them in the order they are in.

# Decluttering Routine

Choose a room in the house that needs tending to. Now choose a section that needs to be decluttered. Separate items into piles, keep, donate, recycle, trash. Clean the area and organize items to keep in a way that makes sense.

Choose a closet to declutter and choose a section that needs to be decluttered. Separate items into piles, keep, donate, recycle, trash. Clean the area and organize items to keep in a way that makes sense.

Choose a container which has not been opened in years. Separate items into piles, recycle, keep, trash and donate.

Choose an electronic device to declutter, for example. Delete photos that are not important, items on your desktop, files etc. If decluttering files be sure to organize them in a way that makes sense. For example for tax documents be sure each year is its own folder.

Choose a part of the wardrobe to declutter, This includes any accessories like ties, purses, shoes anything that you would coordinate with an outfit. Separate items into piles, keep, donate, recycle, trash. Clean the area and organize items to keep in a way that makes sense.

Go through the house and pick up any trash laying around. This includes trash on top of items as well as on the floor. Use one bag and discard immediately.

Choose a section of the home that contains products, beauty care, food etc. Throw away any expired products, clean the area and organize in a way that makes sense. Consider using baskets or containers to organize similar items and label for easy access.