

## Tips for Tackling an Organizing Project

1. Start with three piles as you discard - keep, donate (or sell), and throw away.
2. Visualize what you want your end result to be. What will the room look like? What will you use the space for? How will it feel different? Feel the change you have worked for and breathe deeply. You can make this happen!
3. Don't worry about fancy organizing systems or reading too much before you get started. If you feel motivated to make a change, go with it! Figure out the details as you see what is needed. What you need is action and resolve to begin a change process. All you need is already within you.
4. Tackle one room and one area in that room at a time. Break each job down into manageable pieces. Celebrate small accomplishments. Try not to get ahead of yourself. At the end of the day's task, leave the area and try to put it aside until the next time you can tackle the next item on your list.
5. As you move through items to keep, donate/sell, or or throw away - try to limit the amount of time you spend analyzing any one thing. You can talk yourself into keeping anything. What you need is to take a hard line with yourself and your things. If it takes you more than 45 seconds or 1 minute to decide, it is likely that the item doesn't hold a special enough place in your heart to keep it. Now, decide (quickly): donate or sell or throw out.
6. With clothing, two rules of thumb are: 1) if it doesn't fit now, get rid of it and 2) if you didn't wear it last appropriate season (i.e. in Fall if it is a cold weather item), then get rid of it. Be tough! You can replace clothing that will fit AND be in style, when you do actually lose the weight (if that is a hope).
7. Keep in mind that you can gain money when you organize. You might find lost money, gift cards, or access information on forgotten accounts. You can sell items at a yard sale or online at Ebay or Amazon. Clothing, bags, and shoes that are within 2 or 3 seasons recent, can be consigned for money or credit. Donations can be used as tax deductions!
8. Ask a friend or friends for help organizing or even just to check in on your progress. It helps to be accountable.
9. Don't keep something just because you might need it one day. If you haven't used it in a relatively recent amount of time, know where you might get another one if the need ever arises - and then toss it!
10. If you are keeping something because of sentimental reasons, honor that item by giving it a prominent place and by taking good care of it. When you keep everything, then nothing is special!