

## 9 Things You Should Do BEFORE You Declutter and 5 Things You Should Do After

Ready to de-clutter? Great! But, before you get started, doing these nine things will set you up for even more success!

- Take a before photo (you don't have to show it to anyone) this will be a great reference to track your progress. Once you begin it can be difficult to remember how it looked.
- Choose a word or phrase that captures the reason *why* you are de-cluttering, something like simplicity or share with others.
- Bring a drink with you. If you get thirsty you don't want to leave to go get water, you'll get sidetracked and may not return.
- Gather your supplies, like a trash bag and a camera, if you plan to take photos of special things before you let them go.
- Set a timer. Give yourself a specific, small window of time to make progress. Turn the de-cluttering chore into a fun challenge.
- Designate where you'll put items as you sort (think: pass along, sell, appraise, shred, recycle, trash, donate, return, give-away.)
- Plan how you'll overcome your most common hurdle like fearing regret or getting overwhelmed or getting distracted as you work.
- Have a list ready of what to do with items you are not keeping. You can find lists under "resources" at [www.JamieNovak.com](http://www.JamieNovak.com).
- Plan your reward! How will you celebrate your mini successes?

Finally, **begin!** If you don't start you won't make progress.



Tips brought to you by bestselling author of *Keep This Toss That: The Practical Guide to Tidying Up* and de-cluttering humorist Jamie Novak

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Once you've finished your de-cluttering session there are five things you can do that will set you up for even more success!

1. Celebrate! You made progress. Nice job.
2. Resist the urge to tell yourself you should or could have done more. You did what you could, you'll do more another time.
3. Snap an after photo. Comparing the two photos will show you concrete proof of your success.
4. Take care of leftovers. Put away anything you left out. If you have things to shred, recycle, trash, donate, return, give-away, or pass along, now is the time to get them out of the house.
5. Schedule your next session. Put the next date and time on your to-do list or calendar to make it happen.

***Track your progress and create momentum by challenging yourself to spend 10 minutes a day for 30 days straight.***

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30

**Congrats**, you did it! I'm so proud of you. Your friend, Jamie



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