

Organizing Tips for Decluttering & Downsizing

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One challenge in decluttering is deciding what to keep and what to discard. Clutter is nothing more than postponed decisions. Therefore, setting a few downsizing guidelines beforehand can help keep the unpleasantness of decision making to a minimum. By following these simple tips, you can feel more in control, less overwhelmed, and start enjoying life more:

Tip #1: Seven Downsizing Questions to Ask Yourself during Decluttering

One useful technique for decluttering is to ask yourself the following seven downsizing questions. The answers to these questions can help you identify what you truly need versus what is excess. Post these questions in the area you are decluttering to help you make better decisions on what to keep and what to eliminate.

1. Do I use it, or will I use it again?
2. Do I need it?
3. Do I love it?
4. Do I have space for it?
5. Is it of good quality?
6. How easy is it to replace?
7. What's the worst thing that can happen if I got rid of it?

Tip #2: Avoid the Nine Most Common Downsizing Traps

Most people hang on to belongings due to fear--fear they will have regrets by discarding it, or fear they might need it again someday. Avoid the nine most common traps people make while decluttering. For a free list of the nine downsizing traps as well as a complimentary copy on how to avoid these traps taken from Laurie's newest book **5-Step Organizing, The Proven Process To Organize Anything!**, visit www.simplyinorder.com

Tip #3: Avoid Rescuing Discarded Items

After deciding and setting aside which belongings to downsize, resist the temptation to "rescue" these items from being eliminated by immediately doing one of the following:

- Drop off donations to local charities
- Gift items to others who would appreciate them
- If selling items, box them up and put them in a storage unit or garage so you're not tempted to bring them back into the house
- Take advantage of the **FREE Annual Clutter Drop-off & Recycling Event** hosted by Utah Professional Organizers on Saturday--March 20, 2010 where you can drop off your clutter in a "drive-by, drop-off" manner. Visit www.simplyinorder.com for more information.

Tip #4: Print & Post Monthly Organizing Checklist

Each month there will be a new checklist for you to print and post in a visible location. These checklists will include the most common tasks to be accomplished each month to help keep you on track all year long. This month's checklist can be found at www.simplyinorder.com

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