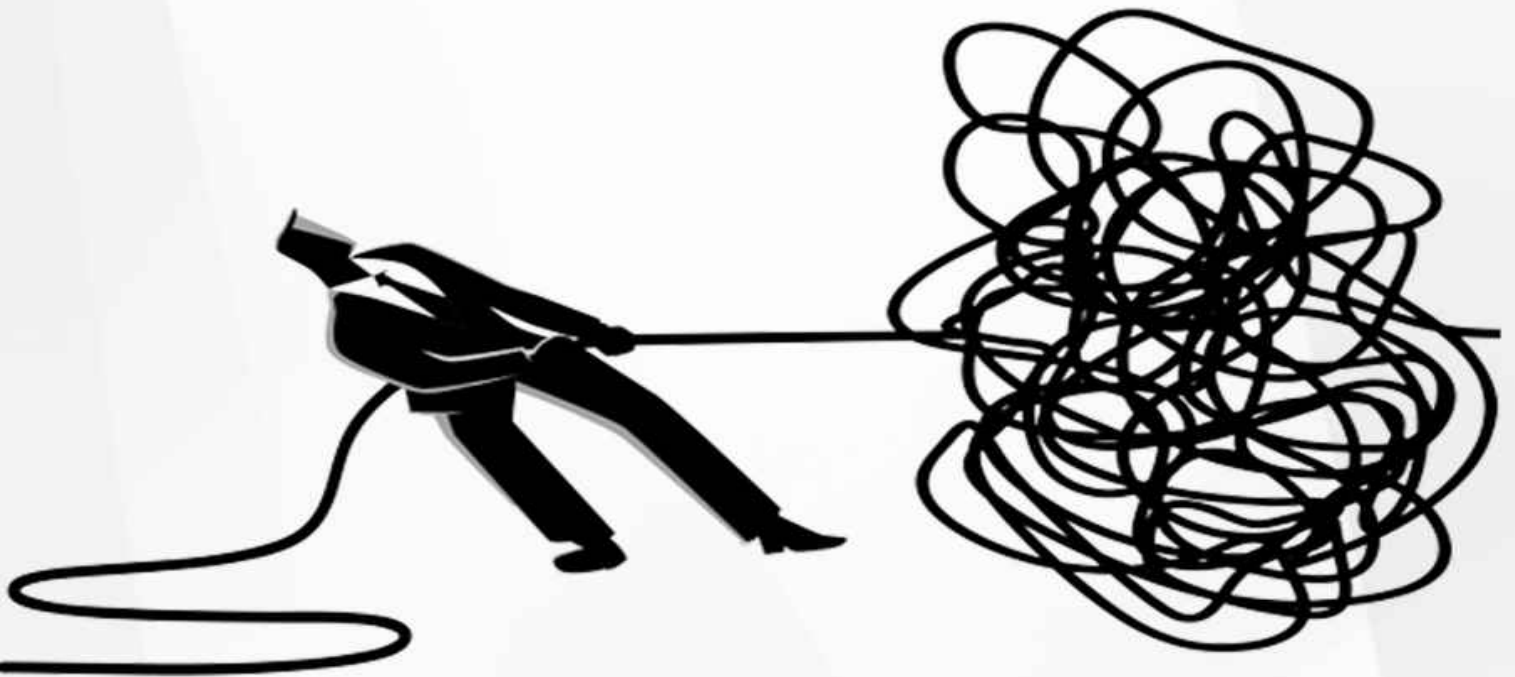


# DECLUTTERING GUIDE

for When Your Life is a

# HOT MESS



**A How-To Guide to Keep You Organized and  
Finally Get Your Life on Track**

**M. L. Messmer**

# Decluttering Guide for When Your Life is a **HOT MESS**

*A How-To Guide to Keep You Organized and Finally  
Get Your Life on Track*

*By M.L. Messmer*

Fixing Your HOT MESS Life Series: Book 1

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## **Book Description**

Are you someone who feels entangled amid all the mess around them?

Does it seem like there are piles of random objects all over the place? Whether it's your workspace, your bedroom, or your life, you feel as though everything is a gigantic whirlwind and nothing ever seems to be in its rightful space.

It is probably starting to become a huge annoyance at this point, the fact that every single time you really need something, the task of finding it takes so long that you would rather just go and buy another one. Small incidents like finding your stapler from work in your sock drawer at home start to happen one too many times, and your whole daily routine along with the quality of life is disturbed.

Well, you have found yourself in just the right place, because from here on out once you are done with this book, the words "organizing", and "decluttering" won't sound as scary as they do right now. Finally, that office stapler will be back at your desk where it belongs along with all the other things that happen to be out of place in your life.

### ***What you'll learn in this book:***

- What even is decluttering?
- All about the decluttering mindset
- A guide into decluttering your workspace and career
- Ways to declutter your bedroom
- How to organize your goals and dreams

- Decluttering your finances
- A look into decluttering your life
- The decluttering of family issues
- Benefits of turning decluttering into a habit
- And much more!!

I suggest you read on and watch as we introduce you to all the ways you can finally begin to get your life on track.

# Contents

## INTRODUCTION

[DOES DECLUTTERING EVEN HELP?](#)  
[DECLUTTERING A PATHWAY TO MINIMALISM](#)  
[MINIMALISM HELPS YOU GET RID OF THE EXTRA](#)

## CHAPTER 1 - WHAT IS DECLUTTERING?

[CLUTTER AND ITS RELATIONSHIP WITH DECLUTTERING](#)  
[PHYSICAL CLUTTER](#)  
[EMOTIONAL CLUTTER](#)  
[WHAT TDECLUTTERING IS IT?](#)  
[DECLUTTERING AND THE FEELING OF FREEDOM](#)  
[PRACTICAL BENEFITS OF DECLUTTERING](#)  
[DECLUTTERING AND SELF CARE](#)

## CHAPTER 2 - WHAT IS THE DECLUTTERING MINDSET?

[STEPS TO DEVELOPING A DECLUTTERING MINDSET](#)  
*[Let it go](#)*  
*[Practice](#)*  
*[Start Small](#)*  
*[Stay Focused](#)*

## CHAPTER 3 - DECLUTTER YOUR WORKSPACE AND CAREER

[WHY DECLUTTER YOUR WORKSPACE?](#)  
[STEPS TO DECLUTTERING YOUR WORKPLACE](#)  
*[Re-evaluate Your Belongings](#)*  
*[Give Everything a Home](#)*  
*[Clean Thoroughly](#)*  
*[Stay at It](#)*  
[BENEFITS OF DECLUTTERING THE WORKSPACE](#)  
*[Managing Paperwork](#)*  
*[You Get to Take Back Control of Your Work](#)*

## **CHAPTER 4 - DIFFERENT WAYS TO DECLUTTER YOUR BEDROOM**

METHODS OF DECLUTTERING YOUR BEDROOM

BREAK IT DOWN

*For Example:*

KEEP THE ESSENTIALS

SORT BY CATEGORY

BIN IT OR DONATE IT

## **CHAPTER 5 - ORGANIZING YOUR GOALS AND DREAMS:**

STAY ALERT

BE REALISTIC

INCREASE YOUR WORK ETHIC

START SMALL

ELIMINATE DISTRACTION

CREATE A DAILY TO-DO LIST

YOUR DREAMS ARE YOURS

## **CHAPTER 6 - DECLUTTERING YOUR FINANCES**

WHAT IS MEANT BY FINANCES?

CLUTTERED FINANCES

DECLUTTERING YOUR FINANCES

*TAKE THE DIGITAL ROUTE*

*STICK WITH A GOOD DEBT PAYMENT PLAN*

*KEEP A SMALL NUMBER OF CREDIT CARDS*

*REGULARLY MONITOR YOUR FINANCES*

*REMAIN WITH A STEADY PATTERN*

## **CHAPTER 7 - DECLUTTER YOUR LIFE**

COMMITMENTS

DECLUTTERING YOUR COMMITMENTS

SET ASIDE SOME TIME

DECIDE THE HOW'S AND WHY'S

KEEP A CLEAR HEAD

DECLUTTERING YOUR FRIENDSHIPS

RE-EVALUATE THE PEOPLE IN YOUR CIRCLE

WHO GIVES YOU TIME?

SLOWLY LET GO

BOTTOM LINE

## **CHAPTER 8 - DECLUTTERING YOUR FAMILY ISSUES**

COMMUNICATION IS KEY

SORT THINGS OUT

MAKE A COMPROMISE

REMAIN CALM

BLOOD IS THICKER THAN WATER

## **CHAPTER 9 - BENEFITS OF TURNING YOUR DECLUTTERING INTO A HABIT**

MORE TIME APPEARS  
MORE SELF AWARENESS  
IMPROVED RELATIONSHIPS  
DECLUTTERING: A BLESSING OVERALL

**BOOK SUMMARY**

THE ACTION IS YOURS TO TAKE!





# Introduction

When things around you start to pile up and you think you will deal with them in time, that time never really comes. Soon you find yourself in the middle of all the mess around you and it becomes almost impossible for you to manage everything in its place.

We may reach a point in our lives where we feel as if nothing can be done to help us out with all the things jumbled around us. It's not just relationships and our thoughts, but rather, it's the point where our physical surroundings are a mess and organization becomes a daunting task.

Bills begin to pile up on the kitchen table, spoons and forks end up on the sofa in the living room – at this point you are drowning in clutter and it starts to take a toll on your life.

## **DOES DECLUTTERING EVEN HELP?**

The question here arises: *Is the process of decluttering any help at all?*

At this point, decluttering may not just be the best, but one of only options to help you sort your life out. We begin with the smaller things that cause your life to be a tad bit harder and we move towards the bigger things that influence your life in a larger way than you can even imagine.

## **DECLUTTERING A PATHWAY TO MINIMALISM**

The word *minimal* suggests cleanliness, simplicity, and just the right number of things you need in your life.

Minimalism can easily be considered as a means of you finding freedom. This freedom is from all the things that bring you to worry and have a clouded mental space, but do not even truly matter. Whether those things exist in your life physically or just remain in your headspace, they can be sorted out or removed.





## **Minimalism helps you get rid of the extra**

That doesn't necessarily mean there's anything truly wrong with owning material possessions. However, the problem arises when we begin to have an emotional attachment with these material objects. The longer they stay around us, the more they affect our way of thinking and going about life. Sometimes we keep things we are emotionally attached to that, in turn, end up hurting us in the long run. They make it almost impossible for us to move on with ease in a healthy way. Hence minimalism just helps us keep the things that are healthy for us in our lives.

As you read on, you will begin to learn just how to slowly but surely untangle all the mess in your life and finally begin to lead a life of simplicity and ease. You will learn the ins and outs of truly dealing with the things that take up so much space in your life and your mind, the purpose of decluttering, how much you really need it in your life, how adequately life-changing it is for a person when everything around them is sorted and no longer a mess.

Once you get the hang of the whole process of decluttering, you will see just how easy it is to get rid of a lot of the burden that surrounds you and weighs you down daily. You will begin to feel lighter, almost as if a weight has lifted off your shoulders, and you can now breathe freely.



# **Chapter 1 - What is Decluttering?**

To start off, let's talk about what the process of decluttering even is. However, to truly understand the meaning of the decluttering process, we must first try to understand what the word “cluttering” is and how it is even related to decluttering.



## **CLUTTER AND ITS RELATIONSHIP WITH DECLUTTERING**

Clutter, simply put, is all the mess that you do not deal with. The things in your life that remain unorganized and that aren't in their proper places, whether that is in your home or your car or your workspace. We know that everything has a certain given place and manner of placement. When things fall out of place and in turn are not put back, they start piling up and that forms clutter.

***Clutter can be physical as well as emotional.***

## **Physical Clutter**

Physical clutter consists of the things in your life that have physically fallen out of place: A messy bedroom full of all the wrong things, a messy car with barely any space to sit, etc. The following are things that can be considered as physical clutter...

1. All the things that ultimately lead to your space being disordered or messy.
2. A collection of all the things that are not useful, necessary, or bringing you happiness to your life but rather seem to cloud your headspace.
3. Finally, it's the things that you have been postponing making decisions about.

## **Emotional Clutter**

Emotional clutter is basically a combination of all the things that consume your headspace and pattern of thinking unnecessarily. They cloud your mind and often hinder you from making the clearest decisions and the best ones for you in the long run. Emotional clutter refers to the thoughts that jumble up in your head, and it is often considered to be damaging to your mental health.

## **WHAT IS DECLUTTRING?**

Now that you have a clear idea of cluttering, you can move on to understanding decluttering and what that even means.

Decluttering is quite simply the sorting of all the clutter in your surroundings. It is basically the process through which you decide whether the items in your space are necessary, and if not, decide where they belong. You go through everything present in your current space, and then you come to decide if the things that seem to be all over your current living space are even worth keeping. Once you decide this, you can then move on to sorting them out by getting rid of what is not needed and arranging what remains in places that are easily accessible and readily available.

## **DECLUTTERING AND THE FEELING OF FREEDOM**

The whole process of decluttering is freeing in so many ways. Letting go of the excess number of things that fill your home often feels like a weight is lifted from your life.

Sometimes we don't even realize how heavy and burdened our stuff makes us feel until we start letting it go. When we let go of certain things that are unnecessary, we learn just how strongly they were holding us back, and it can feel like such a big relief as you feel lighter and happier.

## **PRACTICAL BENEFITS OF DECLUTTERING**

There are many practical benefits of decluttering. It is not just freeing for the mind, but practically decluttering is seen as a lifesaver. Decluttering leads you to ultimately spend less time and energy cleaning and maintaining a tidy home. When things are already in place and well organized, it takes less than half the time to deal with things daily. You'll likely lose your things less, which means you can save time not looking for them. However, decluttering is also very important for self-care as well. Clearing the clutter can have such a positive impact on your overall health, happiness, and well-being. You'll no longer have to spend your limited amount of daily energy dealing with objects that don't serve your life.

The process will help you make a permanent change by enabling you to understand why you have clutter in the first place.

## **DECLUTTERING AND SELF CARE**

Basically, clearing the clutter means you literally give yourself more space in your home. What better way could there be to take care of yourself than taking care of your surroundings too? By the process of decluttering, you get a lot of free space around you, and with space you ultimately create breathing room in your home. This ends up making rest and relaxation easier, and not to mention, more space in your home can make you happier with just how your home is. You become more grateful for the space you have and think of even better ways to fill it.

When you own fewer things, you have less to manage. This means that your workload also decreases when it comes to managing and cleaning the things in your space. As a result, you have more time for what matters most to you and more time for yourself. This time can be used in so many healthy ways: Reading books, spending time with the ones you love, having fewer things to worry about, and your mind gets to be at ease.

When all the things taking up your time are suddenly sorted out, you not only gain motivation but even feel free-spirited and clear-headed. However, one thing you should keep in mind is that when you work hard to declutter your home, the last thing you ever need to do is fill it back up with more stuff. Choosing to own less is very often directly related to buying less after decluttering. You must also really think about what you buy and whether you even need it, which can save you money.

Clearing the clutter means less of your mental capacity is taken up when it comes to managing the things you own. You also end up

having less trouble making decisions, just because you own fewer things and having fewer things to decide about. When your mental space is less consumed by extra things, your head becomes clear, and you become more focused.

Decluttering does not only mean removing the physical clutter from your home but rather it can also help clear the mental clutter as well. Once you get rid of the extra distractions, you can clearly focus on the things that matter. Your to-do list gets shorter and ends up only filled with the important things which are the ones that will bring you joy and keep you even more focused and motivated in the long run.

All of this leads to more feelings of happiness and peace, along with feeling more content with your home.

I strongly encourage you to read on, as the more we talk about decluttering, the more you will realize how much you really need it in your life and how it truly does make an immeasurable change.





## **Chapter 2 - What is the Decluttering Mindset?**

Now that we have learned and acquired more information about what the whole process of decluttering is, we can move onwards to how the mindset to decluttering works and what it is about.

Up until now, we know decluttering mainly means getting rid of a lot of your things. It is not entirely that easy to just get up and rid yourself of your own belongings. So firstly, we advise you think about it and have the correct mindset for the entire process.

Before a person dives into a new time-consuming process, they need the proper mentality to prepare themselves for all of what they are going to be doing. One needs to thoroughly understand the whole process and the workings of it all, so they know exactly what they are getting themselves into.

It can be easy to maintain a mindset when it comes to decluttering and the whole process of it.

# **STEPS TO DEVELOPING A DECLUTTERING MINDSET**

## **Let it go**

The first step to developing the mindset to begin decluttering is to understand that the whole process is mainly about letting go. It can be hard to let go of certain things in life, especially when you feel emotionally attached to them.

It may seem tough, but you must keep reminding yourself that the things you let go of today are ultimately making space for more to come; for things that will serve a meaningful purpose in your life. Letting go can be one of the best things you can do for yourself. You feel lighter right when you let go of the things that are weighing you down, and you not only get more room in your surroundings, you are also left with less to worry about.

## **Practice**

The next thing you need as you proceed with your mindset to decluttering is practice. You need to begin practicing letting go of things, arranging things, and finding new appropriate places for your belongings. At first, it may seem like a huge hassle as you will probably leave some things out accidentally at first or even let go of something you wanted to keep. But you need to understand that it is all part of a process, and with time and experience, you will get the hang of it all, leading you to be confident with the things you need

and the ones that need to go. Generally, if you have not used an item in the last year, you probably don't need it in your home.

For example, the first time you declutter a room you may revisit it a few days later and find that more than half the things you don't really need are still present in the room and it still needs work. You need to understand that no one really gets it right the first time around and we all need enough practice to get the hang of something.

## **Start Small**

Decluttering can be a huge and often time-consuming process; that is why we usually recommend for someone who is just starting out to start small. Tell yourself that after you have gained adequate experience and practice, you can begin to take on a larger area with more workload.

Starting out small will not overwhelm you and you can take your time and make mistakes along the way. One of the main reasons we recommend you start small is that this way, it feels less like of an *obligation* to declutter, and more like a fun process that helps you get rid of all that is not needed. It also means that you pay more attention when there are fewer things to look through and sort, so you don't have to worry about losing track of time, and you can actually look through everything with a clear and relaxed mind. So, once you start small, you not only get peaceful practice time, but you also get done with the job early without getting too exhausted. Try to declutter one room of your house, or one category of items such as clothing, and don't move on to the next until you're done with the first section.

## **Stay Focused**

One of the important steps to obtaining the correct mindset for decluttering is to stay focused. Losing focus when decluttering is as easy as losing your keys on a busy day. When you begin looking through your things you often get lost in thought and start thinking about the sentimental value of certain things, causing you to forget the job you have at hand. Sometimes certain things even remind us of other things in our life, and it's the process of zoning out that can become very time consuming and lead you to find yourself back to square one with barely anything done.

You can keep yourself focused by reminding yourself of the task at hand again and again and even set alarms to check your progress after a certain point in time. You also need to remind yourself of the benefits of the work you are doing and how all of it is going to lead you to a healthy way of living in the end.

It is important to remember decluttering goes far beyond improving the aesthetics and the whole look of your home or workspace. It is an important exercise for the well-being of your mental health and even your physical health.

You need to keep in mind that clutter can really disturb your mental well-being. When the space in which you reside in is full of clutter, your mind does not really get the time to truly be at ease, and anxiety levels rise as well.

However, when you clear the extra clutter out of your life, you will notice the positive effects it has on your mental state and overall wellness. You will begin to mentally feel at ease and think more clearly with an open mind. Many studies have proven the

psychological power of clearing out your space in various areas of your life; this means that it truly works as a gift to free your headspace.

Now that you have gained some information about the true importance of maintaining the mindset to begin decluttering, you can carry on to the next steps. You have also seen just how much the very existence of clutter affects one's life. In the long run, to feel at ease with the space you're in and to have a healthy mindset, you should continue to carry on the decluttering process as a necessity in your life. It should become a daily habit to discard of unneeded items and put things back in their designated spot.



## **Chapter 3 - Declutter your Workspace and Career**

Now that you have learned about what the whole decluttering process is and how one must go into the process with a certain mindset, we will discuss clutter in the workspace.

One of the most important places in your life that needs to be decluttered is your office or your workspace. This is the place where you need to be the most efficient and up to the mark, as it is the work you do here that leads you to have a steady paycheck and a livelihood. It is important for this place to not have unnecessary distractions of any kind. Along with that, it also needs to be clear and ready for you to work in with an open mindset.



## **WHY DECLUTTER YOUR WORKSPACE?**

Clutter can really be one of the main reasons you feel unmotivated to work or too tired to even begin. If you feel as if you're slacking behind on work and just cannot seem to find the energy to begin, or don't even know where to start, it would probably be a good idea to take a look around your very own workspace and see what condition it is in. Whether it is overflowing with unnecessary things or even items that may distract you, leading you to fall behind on work, having a workspace that's organized and free of clutter can easily recharge your day. Along with that it also provides you with room to complete more tasks as it frees you from the items or things that distract you and your workflow daily.

There may be many reasons you are avoiding dealing with the clutter around you in your workspace, but here you will learn just how important it is to declutter your workspace immediately and just how mentally freeing the whole process is. It leads you to have a fresh pattern of thinking, which gives rise to new ideas and will likely increase your workflow. When everything around you are organized and neat you feel motivated to work and you can freely pay your full attention to your work and give your best with integrity and quality.

## **STEPS TO DECLUTTERING YOUR WORKPLACE**

The following are some simple steps to guide you to decluttering your workplace in the best and most effective manner possible.

### **Re-evaluate Your Belongings**

The first thing one must focus on when it comes to decluttering their workplace is the fact that they need to re-evaluate the items in their surroundings. Take a good look around and list out the things you feel you do not need and are serving no good purpose to you. This will help you categorize all the clutter. It will also help you get a good understanding of what is present in your workspace and how many things you are dealing with.

You can also make a list of everything you use for at least one to two weeks. Within this time, you can write down all the things you needed and used, and after two weeks you will have a list of items that serve a purpose and should likely be kept. Everything else that does not make the list can quite easily be considered as not that important or rather unnecessary (except for a few things that you may need occasionally.) With items that you use on rare occasion, consider possibly borrowing them from a co-worker or sharing those few supplies with the whole office so that you do not have to have your own personal one.

It's basically like doing inventory: Checking what is present and what is needed, and how much of it is unnecessary.

### **Give Everything a Home**

Now that you are sure of all the things you need and the ones you need to get rid of, it is time to set up the things you need according to the places they best fit in.

Now that all your unnecessary items are out the door and taken care of, you have a clear idea of what is left in your space. You can now easily look around your office and rethink the layout of almost everything. You can start by rearranging the larger, more difficult to move items like desks and computers. You can try placing them in different areas until you find the perfect place that takes up the least amount of your office space so you can move around more freely.

Another good rule is that the more you use something, the closer it should be to you. This means that you need to place the most used items the closest in proximity to you. This will save you a lot of time daily when you are working, and the items you need the most are the nearest to you for convenience. You can easily reach for these things without any extra hassle, and you will be left with the extra time that you can then give to your work, making your work more authentic and thought-out.

Lastly, just remember to place all your items in a way you can easily access them but also so that the whole workplace looks open, clean, and tidy to others as well as you. This will boost up your work motivation and impress and inspire those around you with your office space being the most organized and minimal.

## **Clean Thoroughly**

Now that you have gotten rid of all the unneeded things and you have gone through the phase of rearranging all the things that are important to you, it's time to move on to the cleaning process.

Cleaning your workplace can often lead you to be surprised by just how much the process was needed. It's a great strategy to clean every individual item and clean behind furnishings that have likely been in one spot for a while. Your office will be much more inviting and energizing to work in now that it is decluttered, rearranged, and cleaned.

## **Stay at It**

The largest active change that you can make in order to stay clutter-free is to develop new habits of cleanliness and organization. These habits will help keep you in check and they will also help you stay motivated throughout your time at work. Every time a new object is brought into your office, whether that be a piece of mail or a gift from a co-worker, you can decide what you plan to do with it at that moment so that it can be placed in a proper spot in your office, donated, taken home, etc. This prevents piles of un-dealt-with items from accumulating. An enemy of a decluttered space is a "catch all" basket that usually houses random objects for many months too long.

At the end of the day, remember to look over your workplace and make sure all your things are back in their place and take the things you do not need out of the space, so it remains clutter-free. It's much easier to deal with things one by one as they come rather than letting them build up.

# **BENEFITS OF DECLUTTERING THE WORKSPACE**

You will see how a distraction-free workspace can lead you to an open mind and better, more progressive work.

Anyone that spends time working at a desk has an idea of how quickly things can get messy. Offices and workspaces are the most popular places for lost documents, old sticky notes, and a myriad of materials that can be used for work. Typically, the more of these tools we have, the more cluttered our space will feel. As we already know, having a large amount of clutter can interfere with your work and you will have to clean it up daily. If you still aren't sure about decluttering your workspace, here are some reasons why it could be of benefit for you.

## **Managing Paperwork**

Decluttering helps you have a clear perspective of the paperwork on your desk and how much of it is even important or relevant. Paperwork is an important part of many professions, as you need to fill out, print, and sign numerous documents. Decluttering helps you make sure the papers aren't mixed up and everything ends up in its rightful place.

## **You Get to Take Back Control of Your Work**

It can be difficult to focus with so much clutter around you, but as you clear it all up, you begin to think more clearly and focus better at the task at hand. Keeping your workspace clean and free of clutter shouldn't be much of a problem once you set the right guidelines and rules to stick to. Usually, it's just a matter of being aware of the

clutter that allows someone to effectively manage it. With awareness, excess items that come into your workspace will be thought over before given the right to stay in your file cabinet or desk drawer. The whole process may just come off as extra at first, but it is important to remember having a clean and tidy workspace provides you with optimal conditions to accomplish your best work.

Both you and your coworkers will be able to appreciate a tidy desk, and you'll be able to work more productively once you take care of any mess that might be present. After all, it is your work that leads you to a steady paycheck.

As you read on, we will continue to talk about not only decluttering your home, but also your life and the relationships you have with your family. You will start to learn the true importance of having everything in your life clutter-free and how much it works wonders on you emotionally.



## **Chapter 4 - Different Ways to Declutter your Bedroom**

Now, we have thoroughly talked about all the ways you can maintain a decluttered office; we can move on to the more personal part of the whole process. In this chapter we will be discussing different ways we can work on decluttering your bedroom space and just how much of a difference decluttering can make in your bedroom.



## **METHODS OF DECLUTTERING YOUR BEDROOM**

The following are several ways one can declutter their bedroom...

- Keep the essentials
- Sort by Category
- Donate, re-home to a friend, sell, or trash

The steps mentioned above will turn your bedroom around from a mess to a completely new space and you will begin to feel so much lighter as your relaxation room, your bedroom, has a peaceful feel to it.

## **BREAK IT DOWN**

The first step to begin the process of decluttering your bedroom is to break the whole workload down into actionable steps. It might overwhelm you if you think about taking on the work altogether, and it can get really confusing as well. In order to avoid all the work getting mixed up and all of it becoming too much too soon, we advise you to break everything down into categories.

### **For Example:**

As a way to stop yourself from becoming overwhelmed by all the workload, you can begin with the smaller parts of your room, like the sock drawer, where there isn't much work to do, and you know right off the bat exactly what to keep or not. Once the sock drawer is organized, you can tackle your collection of shirts. It is helpful to try each item of clothing on when deciding what to keep or not. You will likely try a shirt on and know right away whether you are excited to keep it or if you are ready to let it go.

## **KEEP THE ESSENTIALS**

Now that you have taken care of dividing your work and you no longer feel the pressure of it all as much as you did before, we can get to the more serious part of decluttering your bedroom. Here the rule we advise you to follow is to keep the bare minimum of the items in your bedroom.

What you need to remind yourself is that many of the items in your room can either be gotten rid of or better kept in another area of the house. This calls for a detox of all the things you simply do not need and are taking up space. The most ideal setup is to have items in your bedroom that will help relax you and that promote a feeling of tranquility for you to enjoy after a long day's work. After all, your bedroom is your resting space and you should feel at peace in it.

## **SORT BY CATEGORY**

The next step to this process is one of the simplest ones yet, and at the same time, is such an important one, too. Once you manage to get rid of all the extra things in your room, you are left with the essentials but even those become a lot when they aren't properly categorized and put in their rightful places.

Here we advise you to take a good look at the items you are left with and then you should organize them by category into the most suitable locations. Try to leave as little stuff out in the open as you can, and your goal should be to settle all your items in good accessible places. By doing this, you will have everything in its place and in reach at the same time. Your room will no longer look like a mess when everything has a place to fit and you can even begin to pull off the whole minimalistic look. It will be a mixture of not too much going on but still having all your essentials around and you will quickly notice how much different the room will feel afterwards.

## **BIN IT OR DONATE IT**

Coming to an end of all the steps you need to declutter your room, we find ourselves at the point where one must decide what to do with all the things that they have picked out of the room and labeled as nonessential. This is the point where you must gain the courage to let go of a lot of things from your bedroom, knowing that it is for the best and that your life will improve without having unneeded clutter around.

The best way to get rid of the things accumulating in your bedroom is to divide them into two main categories: trash/donations and sell.

You can throw away the things that are no longer in acceptable condition and cannot be handed down to others. However, as for the things that are in good condition such as clothes, old books, toys, bags, and many other things, you should consider donating as a solid option. A quick search online can show you some worthy causes in your town that you would be happy to donate to such as women's shelters and rehabilitation foundations. Imagine how much these things can end up helping those that do not have much of anything to begin with. Also, for the pricier items that you no longer find useful, you could sell them online or in a pawn shop.

Donating items not only helps the decluttering process of your bedroom and makes everything in your living space so much lighter, but it also refreshes your entire living space and even helps better your thinking process. Since you have tackled one room of your home, the other rooms will be much easier to handle. Go one room at a time until the whole house has been organized and decluttered,

and you will feel at ease with everything in its place and begin to think with clarity.



## **Chapter 5 - Organizing your Goals and Dreams:**

Now that we have looked at the decluttering of not just your workplace but also your bedroom, you should start to see just how useful the whole decluttering process is. Once you see how much of a change the process of decluttering brings into your daily life, you'll want to do it not just more often, but with even more areas of your life.

At the end of the day, who doesn't want to have everything figured out when it comes to their life?



## **STAY ALERT**

The first thing you need to do when it comes to decluttering in the areas involving your life is that you need to stay focused and alert. Things can get complicated fast and its easy to lose yourself in a short period of time. Here is where we ask you to remain focused and continue to follow the given steps provided as we guide you through all the things that seem to be tangled around you at the moment regarding your goals, aspirations, and dreams.

## **BE REALISTIC**

The first thing you need to get a hold of before you embark on the process to help you declutter your goals and dreams is that you need to be more realistic about what you want to achieve and in how long of a time span. Once you begin to think with a clear mindset and rule out all the unrealistic goals on your list, things will become easier to understand and achieve. This is not to say that you should give up on big dreams; rather, it means to dig deep and think on what goals you *actually* want to reach for yourself and not only because other people want them for you. You will know that these are the goals you want to reach so you can work towards them with all your energy and effort without any doubts in mind.

## **INCREASE YOUR WORK ETHIC**

The next step to decluttering your dreams is that you must continue to increase your work ethic. After all, you can never really achieve anything in life without the right amount of effort and determination. We suggest you put in the work, and once your work ethic increases, you will begin to see results. Achieving your goals can be a process that takes a lot of time, but the key to all of it is to always remain steadfast and continue to keep working even when all of it seems overwhelming. It is more efficient to work smarter, not harder. Look for ways to simplify processes and put more energy into the actions that give the most beneficial results. Progress, no matter how slow, is much superior to giving up.

## **START SMALL**

In order to begin with confidence and a lot of spirit, you need to start small. The reason we suggest this as a step is because one of the main reasons all your dreams and aspirations seem to be jumbled together is that you have not started off with the easier ones and they seem to be taking up a lot of space for no good reason.

Once you begin checking off the smaller goals on your list and you start working on the ones that require less energy, you will see how quickly your list begins to shrink. Accomplishing tasks gives you motivation to keep going and once the smaller things are out of the way, you will be left with the larger and more important ones to focus on with a clear headspace.

## **ELIMINATE DISTRACTION**

Distractions can be a great nuisance for us. They happen to be the reason we lose our way when it comes to performing so many tasks. Most importantly, distractions are the things that lead us to be less productive when it comes to our goals and dreams. They slow the process of goal achievement down by a noticeable amount and they take away ability for us to live our lives on our own accords.

All of us need to work to eliminate distractions in our lives. When we look at it strictly with all our attention, we come to notice how television shows, movies, social media, and other social events with no actual benefit in our lives hinder our daily progress towards our goals and dreams. If you want to see how much time you spend on your phone, use an app that monitors time and gives you reports. This doesn't mean tv shows or social media are bad things, however, it's wise to monitor the time we spend with these activities. You must minimize extra activities that are unimportant. This doesn't mean that you can't have a life, it just means that you must focus more of your time on getting ahead rather than just going with the flow. Proactive rather than reactive.

Some of these distractions are a combination of our bad habits, while others are a product of bad lifestyle choices. They're all a source that hinders our growth when it comes to the things we want to achieve in life.

## **CREATE A DAILY TO-DO LIST**

A great way to keep on track with your goals and dreams is to have a to-do list. A to-do list will constantly remind you of the goals you need to achieve, and it will help you stay focused on what is truly important.

To-do lists should not ever dictate your entire life; however, they do help you to focus your efforts more on what is important. It's easy to get distracted during the day and lose sight of what needs to be done. I'm not talking about the million different chores that we need to do; I'm talking about the important tasks that seriously matter to reach goals.

By creating a daily to-do list in the morning, your day will start off on a positive note, you will begin to see things more clearly, and your goals will remain as a constant on your mind. It's easy to get disorganized when we don't keep track of important items and a to-do list is how we prevent that from happening. We know that to-do lists have a great importance to help keep us on track, and therefore you should make a daily one for your dreams and goals just like you do for many other things in your life.

The best way to form a concrete habit of making a to-do list and sticking to it is to make sure you do it every day with motivation and you look forward to the whole process. In today's time, one can even make a to-do list on their phone. This can help prevent the list from getting lost, keep track of your daily goals, and have a record of how much you have achieved and how much is left to achieve.

## **YOUR DREAMS ARE YOURS**

Your goals and dreams are yours and, honestly speaking, if you remain steadfast with belief in yourself and learn to follow the steps, nothing is too difficult. Soon you will find yourself exactly where you dream of being.





# **Chapter 6 - Decluttering Your Finances**

Now that we have taken the time to study and understand decluttering and how much of an impact it can most certainly make on your life, starting from the smaller things like your office work as well the larger personal parts of your life such as your own bedroom and the goals you aspire to have, we have now reached the point where we talk about your finances.

## **WHAT IS MEANT BY FINANCES?**

When it comes finances, it may seem like a complicated word, but once its broken down, finances are all aspects related to the money that a person has. It is not just money, but it is rather a collection of the things that are also worth money, such as a person's assets and the properties they own, even jewelry, stocks, and other resources.

## **CLUTTERED FINANCES**

Once your finances become cluttered, it can all get very confusing and ultimately lead you into a loss. When it comes to finances, one must act immediately and declutter any mess waiting to cause you financial damage. You will begin to feel more at peace knowing that all your finances are taken care of and you should not be going into a loss any time soon.

## **DECLUTTERING YOUR FINANCES**

The following are some things you must direct your focus towards when it comes to the process of decluttering your finances.

### **TAKE THE DIGITAL ROUTE**

In today's day and age, we know that almost everything is computerized. We rely a lot on technology when it comes to most of the aspects of our life, and that a lot of our time is spent on social media. We know technology like the back of our hands and can usually work with it easily for we even have a huge amount of trust in it. So now raises the question that when we can count on computers to take care of so many details regarding our lives, why don't we trust technology with our finances too?

As bills and bank statements begin to pile up around you, everything begins to get jumbled, and your necessary bills get lost in all the clutter. A really easy way to avoid losing track of your bills and statements of your finances is to start online banking as well as paying off your bills online. This way you will have maintained constant record of all your financials without having to do any extra work or losing any papers in the process.

### **STICK WITH A GOOD DEBT PAYMENT PLAN**

The next step to decluttering your finances is making sure that you do not unnecessarily go into debt. If there does come a time like that, then you must have a strong and reliable debt payment plan to help guide you.

Basically, what a debt payment plan ensures is that every month when you are paying your bills and putting money back in savings, you can use the some of that money to pay your debts. Having a payment plan in place will ensure you can pay down debts in a systematic way. Before you know it, you get free of all debts, and that is when you experience freedom with your finances.

## **KEEP A SMALL NUMBER OF CREDIT CARDS**

Owning different credit cards from companies may seem attractive at first; however, in the long run, it is too tempting to spend money unnecessarily. Different bills begin piling up, and it can become difficult to keep track of all the statements coming in from all the companies you have credit cards with. If you can, try to not keep any credit cards in your wallet and only use cash and debit cards.

## **REGULARLY MONITOR YOUR FINANCES**

The final step to decluttering your finances maintaining a regular check on your finances. After all, we know that managing money is a lot easier when you know what is coming and what is going. Keep track of your earnings as well as spending so you do not go into debt or begin spending more than you can afford.

## **REMAIN WITH A STEADY PATTERN**

Your finances are an aspect of your life that directly relates to your daily survival in your society, so you must take this seriously. Once you have completed the decluttering process, you cannot just let it be as this will cause everything to become jumbled again, and you will quite easily find yourself back at square one.

In order to avoid losing track of your finances and not knowing what to do with everything being tangled again, you must maintain a constant pattern of keeping a check of your finances. Establish a routine that leads you to deal with bills as they come instead of letting them pile up. Set up days that you need to visit the bank, and you can even install apps along with reminders that help you remain focused for when it comes to the whole process of taking care of your finances.



# Chapter 7 - Declutter Your Life

Now that we have taken a thorough look at environmental aspects of your life, we can now discuss the decluttering of your choices to spend time and energy.

Decluttering your life can seem like a task that may be too hard. When things in your life become too complicated for seemingly no reason, you begin to be more on edge, your stress levels begin to increase, and you start to lose a grip on your life. Therefore, we are breaking this process down for you and helping you start out by decluttering two essential aspects of your life:

- Your commitments
- Your friendships



## **COMMITMENTS**

What are commitments? They are the things you pledge yourself to. With time, as you grow older, your commitments begin to go hand in hand with your responsibilities such as caring for you children and fulfilling obligations at work. A commitment is what obligates you to do something, which uses your valuable resources: time and energy.

## **DECLUTTERING YOUR COMMITMENTS**

Commitments and responsibilities are a huge part of our daily life, and they also influence the way we function within our society. It can be easy to forget about commitments when we over-book our lives and it's a bad feeling to accidentally bail on someone you had an obligation with. This is why commitments must be decluttered and kept track of.

## **SET ASIDE SOME TIME**

Commitments can easily book up your time, so in order to avoid the clutter and confusion, it is a good idea to set aside some time out of your day just for the purpose of attending to your commitments and making sure nothing is left out. Keeping a calendar is a great way to organize your commitments as it can be therapeutic when all your responsibilities and commitments are no longer all over the place. This system of a calendar also assures you will not accidentally forget about something you pledged to do. Most calendar apps provide a notification setting you can use that will conveniently remind you of events ahead of time.

## **DECIDE THE HOW'S AND WHY'S**

One of the main reasons someone becomes overwhelmed by their responsibilities is that they never really know why or how they should be tending to those responsibilities. This is where we advise you to start thinking about how you are going to be dealing with your commitments. Once you understand the *how* and *why* behind your commitments, it will become clear which activities should stay and which are not important enough to keep spending time and energy doing.

## **KEEP A CLEAR HEAD**

Commitments require a lot of effort, and people only have so much emotional and physical energy in a day, so here is where the job comes down to you and how you choose to direct your attention to the work that needs to be done. Once you narrow your commitments down to only the ones that truly matter, things become clearer, and you can feel less stress and overwhelm since you have less on your plate.

## **DECLUTTERING YOUR FRIENDSHIPS**

The following are some steps that will help you with the process of decluttering your friendships and feeling great with the people in your life.

## **RE-EVALUATE THE PEOPLE IN YOUR CIRCLE**

The first step to decluttering your friendships is to take a long look at the people you have let into your life and ask yourself if the relationship is adding value to your life and is worth your time and energy. Once you begin to thoroughly look at those around you, you will begin to see the greater picture and your most important friendships will become clearer to you.

## **WHO GIVES YOU TIME?**

The next step to decluttering your friendships is for you to look around and evaluate who in your life bothers to give you their time. People can become distant and friendships can become toxic when you are the only one putting in all the effort and time. It's okay for people to grow apart and not speak as often; it's just a part of life whether we like it or not. This doesn't mean there has to be bad feelings between ex-friends. It is possible for two people to still care for each other but not talk that much anymore. This is where you need to decide to keep only the people that meet you halfway in your life as those are the ones that truly deserve to stay. Remember that it's okay to let go of friendships; some friends were intended to last for a season of life while others are meant to last a lifetime.



## **SLOWLY LET GO**

Now that you've become aware of the friendships that you do not need in your life; it is time to have a detox and keep close the ones that are good for you. This is a process that might come off as harsh, but in the long run, it is the one that will make you feel so much lighter and at peace.

Here is where we ask you to simply let them go. It's not easy, but it will all be worth it when you begin to surround yourself with the people that help make you a better person. This is much healthier for you than friendships that are not supportive or, worse, bring you down.

## **BOTTOM LINE**

The bottom line here is that friendships can be messy, confusing, and hard to manage, but one must remember to always remain honest with the people in their life. Keep those around you who make you feel like your thoughts and feelings are valued, who avoid gossip, encourage and support you, and inspire you to be a better *you*.



# **Chapter 8 - Decluttering Your Family Issues**

In this chapter, we will be discussing a part of your personal life that may sometimes seem like your only home and hope, while other times may make you want to run for the hills. Families can be a lot, but at the end of the day, they are hopefully the ones we can count on when we have no one else. This is exactly why decluttering your family issues comes with obstacles and that is what will be covered in this chapter.

## **COMMUNICATION IS KEY**

The first thing that you must realize here is that the main reason that family problems even happen to arise is usually a lack of communication. In order to form a healthier and better relationship with your family, you must sit with them and communicate. Talk about the things that bother you and you will see the change this will bring into your relationship as you begin to understand one another better.

## **SORT THINGS OUT**

The next step to decluttering your family problems is to get to work. You are going to have to put in a lot of effort and, through communication, you must also begin to sort out the issues you have. Simply stating your feelings will not be enough, as stating them just makes the other person aware while it is the work you put into sorting things out that counts the most.

This requires you to take a seat with your family and find out different ways you can all work on the things that bother you about each other. Avoid throwing blame onto others and try to make the conversations about how you feel and why you feel that way. This will prevent people from feeling defensive and shutting down.

## **MAKE A COMPROMISE**

Compromise is essential when it comes to decluttering and dealing with the issues involving your family. Sometimes all the issues arise in the first place because no one seems ready to make a compromise for another. This is where we advise you to take the lead and make the compromise that is needed; this will help others come together and you will begin to be a good example. You will see that once you make the compromise, others will become more considerate and the issues will begin to dissipate on their own.

This is a brilliant way to remind others around you the importance of taking a stand as they begin to see how large of a difference this makes in the family dynamic.

## **REMAIN CALM**

A key to decluttering your family issues is to remain calm. It can be easy to get triggered and lose focus of why you are working towards sorting things out in the first place. When it comes to family, they can make you lose your temper in no time, and things can easily get out of hand. But you must remember to stay calm even when it becomes difficult and to keep your focus on the reason you are there in the first place. With this, you will begin to see a huge change in other people's attitudes too.



## **BLOOD IS THICKER THAN WATER**

As tricky as it may get, remember that your family is yours in the end and blood will always be thicker than water, so all the work you put into decluttering your family issues will benefit you as much as them.

Your family may overwhelm you at times, but they are the ones that will hopefully be there for you in the end, so decluttering your issues with them will lead you to know that you have someone in your corner no matter what just as they have you there for them.



# **Chapter 9 - Benefits of Turning Decluttering into a Habit**

Decluttering can seem like a time-consuming process at first but once you begin it often becomes apparent that there are great benefits from it.

With decluttering comes many advantages. Clutter can cloud up the physical space around you as well as your mental thinking space. When things get all jumbled up and tangled in each other, everything starts to seem like it's too much and you lose your way when it comes to dealing with it.

The following are some basic advantages that come with turning decluttering into a habit.

## **MORE TIME APPEARS**

When you begin to declutter in a habitual manner, you see how much time is left on your hands while things are no longer a mess around you, and everything becomes streamlined. When the things around you are all in their place, it naturally takes less time to look for them when you need them and you can eliminate the stress of hours of searching for that stapler that somehow wound up in your sock drawer.

## **MORE SELF AWARENESS**

When your workspace and your home stays clutter-free, you get more time to reflect on yourself which is one of the most useful practices someone can have. It is through self-awareness that you can see shortcomings and where there needs improvement. Decluttering is a process that weeds out all the things you do not need in your life leaving you with only the ones that will benefit you and this grants you with a lot of time to better yourself.

## **IMPROVED RELATIONSHIPS**

Decluttering helps you in taking a long look at the most impactful relationships in your life and see if they are beneficial or if they are leading to becoming toxic for you. Once you go through the process of decluttering your relationships, things become clearer and you are left with just the people that genuinely value your presence in their life. This will lead to being very healthy for you in the long run.

## **DECLUTTERING: A BLESSING OVERALL**

Decluttering is considered a blessing since it does not only directly impact your everyday life, but has a huge impact on your mental stability, too.

Clutter causes a lot of unrest and confusion in your life. It causes you to become overwhelmed by everything that is tangled up around you. These piles easily spiral out of control and leave you feeling helpless on where to start first.

Therefore, decluttering is a blessing. When you begin the journey of decluttering, things start to fall into place around you and your mind begins to find more relief, so you can focus on what matters most in life. Decluttering can be like a detox for you and as you begin to do it more often, it turns into a habit.

This habit helps keep you on track and focus on what is most important to you in life: loved ones, peace, fulfillment, and the list goes on. The more things that fall into place due to decluttering, the less worry you have and the more at ease you feel at the end of the day.



# **BOOK SUMMARY**

Woohoo! We have successfully neared the end of the book, and for this I congratulate you!

Decluttering is what we discussed in this book. We saw just how the whole process of eliminating clutter from your life can benefit you, sometimes in ways you never imagined. Now that we have taken the time to discuss thoroughly just what to do in order to live a clutter-free life full of peace and mental prosperity, we can come to agree that we have covered some of the most important steps that truly need to be taken in your life.



## **THE ACTION IS YOURS TO TAKE!**

After talking all about the ins and outs of decluttering your life, relationships, and all other things that may be causing a hassle for you, I can now say with confidence that it is time for you to take a stand and go get the job done!

It is time for you to embark on your journey to decluttering the things and aspects of your life that happen to be hindering peace in your mind now.

So, get to work and remember that no task is too big, too difficult, or too far out of reach. Take things slow and steady and don't become discouraged with yourself. Remain steadfast, have faith in yourself, and you will begin to see a positive change in ways you weren't expecting.

In the moments you find yourself lost or without a means of guidance, you can always trust to come back to this book for support as you continue to declutter the things in your life that have gotten complicated and cluttered.

From here on out, the journey is yours and I hope that the process of decluttering ends up improving your whole life and brings clarity and motivation to your mind.

With the best of wishes and a humble heart I say,

Thank you for reading.

## **About the Author**

M.L. Messmer is a bestselling author who is passionate about helping others to live a more meaningful, fulfilling life through prioritizing what is most important and decluttering the junk.

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