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Decluttering & Organization



10 WEEK CHALLENGE

A 10-WEEK COMPANION GUIDE
DESIGNED TO HELP YOU TAKE
CONTROL OF YOUR SPACE,
ORGANIZE YOUR THINGS AND
LET GO OF SOME CLUTTER.

BY SARAH CONIDI

FEELING OVERWHELMED BY CLUTTER?

YOU'RE NOT ALONE

THIS GUIDE IS DESIGNED TO HELP YOU TAKE
CONTROL OF YOUR SPACE WITH SIMPLE,
MANAGEABLE STEPS.

WHETHER YOU'RE DECLUTTERING YOUR
HOME, OFFICE, OR DIGITAL LIFE, THIS 10-
WEEK CHALLENGE WILL PROVIDE YOU WITH
THE MOTIVATION AND STRUCTURE YOU
NEED TO SUCCEED.



Week 1

MINDSET & PLANNING



1. SET CLEAR DECLUTTERING GOALS.
2. IDENTIFY PROBLEM AREAS.
3. CREATE A DECLUTTERING SCHEDULE.
4. GATHER NECESSARY SUPPLIES.
5. CONTINUE TO REASSURE YOURSELF THAT DECLUTTERING IS A PROCESS AND LISTEN TO SOME GOOD MUSIC!

1. MY GOALS:

2. PROBLEM AREAS:

○ _____ ○ _____
○ _____ ○ _____



3. SCHEDULE A WEEK 1 DECLUTTERING TASK FOR EACH DAY. REMEMBER TO TAKE DAYS OFF AS NEEDED AND TO READ YOUR GOALS EVERY TIME YOU DECLUTTER!

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LIST OF SUPPLIES

GARBAGE BAGS

BINS

LABELS

FILE FOLDERS

○ _____

○ _____

○ _____

○ _____

REMEMBER TO CHECK WHAT YOU HAVE BEFORE YOU GO SHOPPING FOR SUPPLIES. YOU WILL LIKELY DISCOVER LOTS OF CLEANING AND ORGANIZATION ITEMS ALONG THE WAY.



ARE YOU
READY TO
TRANSFORM
YOUR HOME
INTO A WELL
ORGANIZED AND
COMFORTABLE
SPACE?!?!?!?

NEXT WEEK I WILL REMIND MYSELF:

- 1. DECLUTTERING IS A PROCESS.**
- 2. I CAN MAKE PROGRESS EACH TIME I DECLUTTER.**
- 3. MY EFFORTS WILL BE WORTH IT!**
4. _____
5. _____



*You got
this!*

Week 2

ENTRYWAY & LIVING ROOM



1. REMOVE UNNECESSARY ITEMS FROM THE ENTRYWAY.
2. DECLUTTER SURFACES (TABLES, SHELVES).
3. ORGANIZE ENTERTAINMENT AREAS.
4. SORT THROUGH LARGER ITEMS AND SPACES THEN MOVE TO SMALLER ITEMS AND SPACES.
5. DONATE OR GIVE AWAY WHAT YOU DON'T NEED OR WANT
6. PUT ITEMS THAT BELONG ELSEWHERE IN THEIR PROPER SPOT.
7. STORE OUT OF SEASON ITEMS IN ANOTHER SPACE. THIS WILL GIVE YOU MORE ROOM TO PUT AWAY ITEMS CURRENTLY IN DAILY USE.
8. CREATE AN INVITING SPACE FOR YOURSELF!
9. MAINTENANCE TIP: ESTABLISH A DAILY TIDY-UP ROUTINE.
10. _____



SCHEDULE A WEEK 2 DECLUTTERING TASK FOR EACH DAY. REMEMBER TO TAKE DAYS OFF AS NEEDED AND TO READ YOUR GOALS EVERY TIME YOU DECLUTTER!

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WHAT DO I NEED TO DO TO COMPLETE THIS SPACE?

- _____
- _____
- _____
- _____

MY DAILY TIDY-UP ROUTINE

MY TAKEAWAYS:



Week 3

THE KITCHEN



1. SORT THROUGH PANTRY AND DISCARD EXPIRED ITEMS.
2. ORGANIZE CABINETS AND DRAWERS.
3. PURGE UNUSED GADGETS AND DUPLICATE UTENSILS.
4. WIPE DOWN SURFACES AND APPLIANCES.
5. CREATE ZONES FOR FOOD PREP AND STORAGE.
6. START A WEEKLY MEAL PREP SYSTEM.
7. DO A DEEP CLEAN OF YOUR CUPBOARDS AND DRAWERS.
8. CREATE A CLEANING SCHEDULE FOR THE MONTH.
9. TAKE TIME TO ENJOY A CUP OF TEA OR COFFEE :)
10. MAINTENANCE TIP: ESTABLISH A DAILY TIDY-UP ROUTINE.



SCHEDULE A WEEK 3 DECLUTTERING TASK FOR EACH DAY. REMEMBER TO TAKE DAYS OFF AS NEEDED AND TO READ YOUR GOALS EVERY TIME YOU DECLUTTER!

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WHAT DO I NEED TO DO TO COMPLETE THIS SPACE?

MY DAILY TIDY-UP ROUTINE

MY MONTHLY COOKING AND CLEANING GOALS:



Meal Plan

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Week 4

THE BEDROOM



1. DECLUTTER NIGHTSTANDS AND DRESSERS.
2. DONATE CLOTHES YOU HAVEN'T WORN IN A YEAR.
3. ORGANIZE UNDER-BED STORAGE.
4. REFRESH BEDDING AND CREATE A CALMING ATMOSPHERE.
5. PREPARE A BEDSIDE BASKET WITH SELF-CARE ITEMS, BOOKS AND JOURNALS CURRENTLY IN USE.
6. CLEAR OUT ANY ITEMS THAT BELONG ELSEWHERE IN YOUR HOUSE.
7. REMEMBER, YOUR BEDROOM IS YOUR SANCTUARY.
8. THE CALMER YOU FEEL, THE MORE REST YOU WILL GET.
9. IMPLEMENT A DAILY 5-MINUTE BEDROOM TIDY.
10. _____



YOU
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awESOME

SCHEDULE A WEEK 4 DECLUTTERING TASK FOR EACH DAY. REMEMBER TO TAKE DAYS OFF AS NEEDED AND TO READ YOUR GOALS EVERY TIME YOU DECLUTTER!

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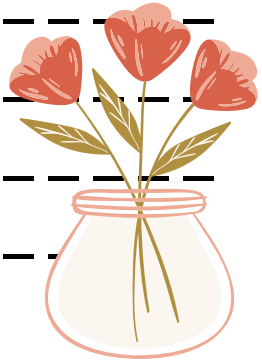
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WHAT DO I NEED TO DO TO COMPLETE THIS SPACE?

- _____
- _____
- _____
- _____

MY DAILY 5-MINUTE BEDROOM TIDY ROUTINE

MY SELF-CARE ROUTINE:



REFLECTION ON MY PROGRESS SO FAR...

CELEBRATING THIS:

COMMITTED TO FOCUSING MORE ON THIS:

COMMITTED TO STAYING FOCUSED ON THIS:



Love
YOURSELF
♥

Week 5

CLOSET & CLOTHING



1. KEEP ONLY THE CLOTHES YOU LOVE.
2. CATEGORIZE CLOTHING BY SEASON AND USE.
3. DONATE OR SELL ITEMS IN GOOD CONDITION.
4. ORGANIZE ACCESSORIES AND SHOES.
5. IMPLEMENT A ONE-IN, ONE-OUT RULE FOR NEW PURCHASES
6. CREATE A CAPSULE WARDROBE.
7. STORE AND ORGANIZE JEWELRY.
8. ORGANIZE TRAVEL BAGS AND ACCESSORIES.
9. STORE ANY ARCHIVE PIECES IN A SEPARATE CLOSET FOR SAFEKEEPING.
10. _____



SCHEDULE A WEEK 5 DECLUTTERING TASK FOR EACH DAY. REMEMBER TO TAKE DAYS OFF AS NEEDED AND TO READ YOUR GOALS EVERY TIME YOU DECLUTTER!

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CAPSULE WARDROBE

EVERYDAY CASUAL OUTFITS

- ✂ _____
- ✂ _____
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WORK OUTFITS

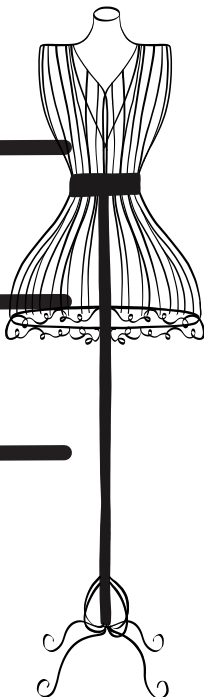
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SPECIAL OCCASIONS

- ✂ _____
- ✂ _____
- ✂ _____

TRAVEL WEAR

- ✂ _____
- ✂ _____
- ✂ _____



Week 6

THE BATHROOM



1. TOSS EXPIRED PRODUCTS.
2. ORGANIZE TOILETRIES AND MEDICINES.
3. DECLUTTER UNDER THE SINK.
4. MINIMIZE DECORATIVE CLUTTER.
5. CREATE A RESTOCKING CHECKLIST.
6. SET UP A VANITY AREA FOR YOURSELF WITH SOME EXTRA CLUTTER FROM YOUR BEDROOM OR OTHER LIVING SPACES.
7. CREATE A SELF-CARE BATHROOM ROUTINE.
8. GIVE YOURSELF A MINI GLOW UP AT THE END OF YOUR DECLUTTERING AND ORGANIZING SESSION WITH YOUR ALMOST EMPTY PRODUCTS SO YOU CAN TOSS THEM!
9. CREATE A FUN BEAUTY ROUTINE.
10. _____



SCHEDULE A WEEK 6 DECLUTTERING TASK FOR EACH DAY. REMEMBER TO TAKE DAYS OFF AS NEEDED AND TO READ YOUR GOALS EVERY TIME YOU DECLUTTER!

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BEAUTY ROUTINE























Be your own
kind of
BEAUTIFUL

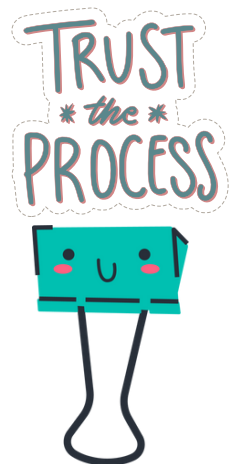


Week 7

HOME OFFICE



1. SORT THROUGH PAPERWORK AND SHRED UNNECESSARY DOCUMENTS.
2. ORGANIZE OFFICE SUPPLIES.
3. DECLUTTER YOUR DIGITAL SPACE (EMAILS, FILES).
4. OPTIMIZE YOUR WORKSPACE FOR PRODUCTIVITY.
5. CREATE A FILING SYSTEM FOR IMPORTANT DOCUMENTS.



SCHEDULE A WEEK 7 DECLUTTERING TASK FOR EACH DAY. REMEMBER TO TAKE DAYS OFF AS NEEDED AND TO READ YOUR GOALS EVERY TIME YOU DECLUTTER!

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Stay Focused

Week 8

KIDS' ROOMS & TOYS



1. INVOLVE KIDS IN DECLUTTERING.
2. DONATE TOYS THEY NO LONGER USE.
3. ORGANIZE BOOKS AND SCHOOL SUPPLIES.
4. CREATE STORAGE SYSTEMS THEY CAN MAINTAIN.
5. ENCOURAGE A HABIT OF PUTTING THINGS AWAY DAILY



good
things
take
time



SCHEDULE A WEEK 8 DECLUTTERING TASK FOR EACH DAY. REMEMBER TO TAKE DAYS OFF AS NEEDED AND TO READ YOUR GOALS EVERY TIME YOU DECLUTTER!

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Week 9

GARAGE & STORAGE AREAS



1. SORT ITEMS INTO KEEP, DONATE, AND DISCARD PILES.
2. UTILIZE SHELVING AND STORAGE BINS.
3. DISPOSE OF HAZARDOUS OR EXPIRED ITEMS PROPERLY.
4. LABEL STORAGE CONTAINERS.
5. RESERVE SPACE FOR SEASONAL ITEMS.

YOU CAN
DO HARD
THINGS



SCHEDULE A WEEK 9 DECLUTTERING TASK FOR EACH DAY. REMEMBER TO TAKE DAYS OFF AS NEEDED AND TO READ YOUR GOALS EVERY TIME YOU DECLUTTER!

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Week 10

MAINTENANCE & LIFESTYLE CHANGES



1. DEVELOP DAILY AND WEEKLY DECLUTTERING HABITS.
2. REASSESS SPACES REGULARLY.
3. STAY MINDFUL OF NEW PURCHASES.
4. CELEBRATE YOUR PROGRESS.
5. AFFIRMATION: "I AM COMMITTED TO MAINTAINING MY CLUTTER-FREE SPACE AND MORE ORGANIZED LIFE."



YOU'VE
TOTALLY GOT
THIS!

CONGRATULATIONS

**CONGRATULATIONS ON
COMPLETING THE 10-WEEK
DECLUTTERING CHALLENGE!
REMEMBER, MAINTAINING A
CLUTTER-FREE ENVIRONMENT IS AN
ONGOING PROCESS. STAY
CONSISTENT, AND ENJOY THE
PEACE AND CLARITY THAT COMES
WITH AN ORGANIZED SPACE.**

