

# SHIP SHAPE SHACK

# declutter 101



clutter-free

start right now!

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HOW TO START,  
FINISH & MAINTAIN  
A CLUTTER-FREE  
HOME

# SHIP SHAPE SHACK

Are you wondering where to start decluttering, when/if you'll ever finish and how you'll maintain a clutter free home? You can learn how to start decluttering RIGHT NOW. Find out the BEST place to start decluttering, and learn exactly how to declutter it with super simple steps.



## 01.

*Select an area of your home to declutter  
and break it down into small areas*

Small areas are easier to manage and you'll be able to see your progress more easily. For example, select four drawers in the kitchen you're going to declutter. During your 60 minutes, delegate 15 minutes to each drawer and completely focus on decluttering these drawers. I recommend you start small and as you become more confident and experienced, move to bigger areas, AND . . . always break this area down into smaller more manageable sections.

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## 02. ....

### *Create a sorting system*

As you declutter each area, you'll need to set up a system for sorting the items you find. You can create your own method or use my Five-Box Method. The Five-Box Method forces you to make a decision item-by-item and keeps everything contained and organised. I recommend using cardboard packing boxes, however don't add to your clutter and buy them, jump online and find some for free!

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Gather your five boxes and label them KEEP, RECYCLE, STORAGE, DONATE and WASTE. Use these decluttering tips to sort your items:



## KEEP

Keep items that are useful in your daily life. Empty this box after you complete each space, putting items in their newly designated spaces. Ideally, these things should be stored neatly in a container or drawer and labelled.



## RECYCLE

If something is beyond repair and had its day, before throwing it in the bin or out on the kerbside, check if it can be recycled. Empty this box after you complete the space and store the items in the garage and book a collection or car and transport to your nearest drop off point.



## STORAGE

When decluttering, choose a few important and meaningful things to keep. Decluttering is not about throwing out items you cherish; it's about eliminating things you never use or won't need in the future. Empty this box into storage containers after you complete each room. Label storage containers or drop an inventory sheet on top, and neatly stack them in a designated storage area.



## DONATE, REGIFT OR SELL

Don't get too caught up in trying to find the perfect charity to donate to. Your objective is to get clutter out of your house, and donating to places that make the process easy! Come up with a list of 2-3 places where you can donate your items locally, and make donation drop-offs part of your regular errand runs. Donating saves the planet from landfill and helps others in need. And, if you have been given a gift you'll never use or an extra appliance you're not using, regift to a friend.



## WASTE

Unfortunately, there will be items that are destined for landfill. Just do your best and recycle, regift, and donate what you can and keep what you absolutely need and in future resist the urge to buy more stuff!



03.

**Set a timer for a 60 minute declutter dash.** To start out, turn off all devices and remove all distractions and set your timer for a 60 minute declutter dash.

04.

**Start your timer!**

05.

**Begin by removing everything out of the area.** Go through each item individually and relegate it to one of your five boxes. Remember, only keep items that are useful in your daily life or items you cherish. Be ruthless!

06.

**Work as quickly as possible!** Remember that the goal is to declutter and get rid of as much unnecessary stuff as possible.

07.

**At the end of your 60-minute dash, stop what you're doing.** Thoroughly clean the area and put away everything in the keep box.

08.

**Deal with the leftovers now!** Take your trash to the bin, and photograph and list the items you're selling, call your friends to pick up items you're regifting, and get the other boxes in the car to deliver to recycling centres or charity shops.

09.

**Celebrate!** Congratulations . . . you've decluttered an area of your home and it's time to reward yourself. Repeat this process daily to see even more results.

10

**Change habits and tidy every day.** Clutter is a part of everyday life and will accumulate time and time again if you don't change habits. So, remember to take some time to change your old habits and that starts with routines. When you bring something into the home, make a habit of immediately putting it away in its allocated area. You can teach this to everyone who lives in the home with you too!

Developing habits takes effort, but it can be done and it can become a joy. When you make tidying a regular part of each day, it begins to flow through your day without you having to decide to, and soon having those clear and organised spaces will be typical and effortless.

## SHIP SHAPE SHACK

Last but not least, don't allow potential clutter into your home in the first place. Before purchasing or acquiring anything new, ask yourself, "Do I really need it?", "Will I use it every day?" and "Where will I keep it?" If you don't have an immediate answer to those three questions, don't bring it home.

What are your biggest clutter challenges? Join our **Facebook group** and let me know!

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# RESOURCES

Get motivated by reading about decluttering, simplifying, and organizing.



## ROUTINES & HABITS TO MAINTAIN A CLUTTER FREE HOME

As important as decluttering and organising your home is, it's only the first step.

[READ NOW](#)



## HOW TO DECIDE WHAT TO KEEP OR TOSS WHEN DECLUTTERING

It's challenging to decide what to keep when going through the process of decluttering.

[READ NOW](#)



## CLUTTER & THE NEGATIVE IMPACT ON YOUR HEALTH

There is a growing body of evidence to suggest that clutter and chaotic homes can negatively impact mental well-being particularly amongst women

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## 10 GENIUS KITCHEN STORAGE HACKS

The big difference between a cluttered, messy kitchen, begins with effective storage solutions.

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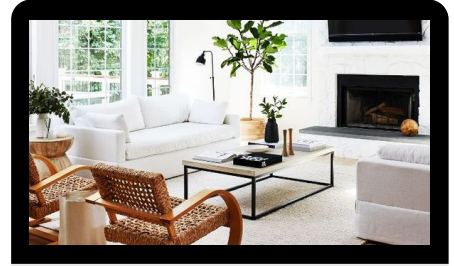
# RESOURCES



## 7 TIPS TO SUSTAINABLE DECLUTTERING & WHY IT MATTERS

When you declutter and spring clean, what happens to the things you no longer want or need?

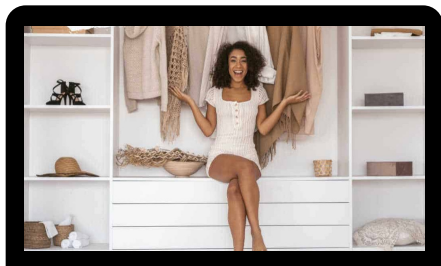
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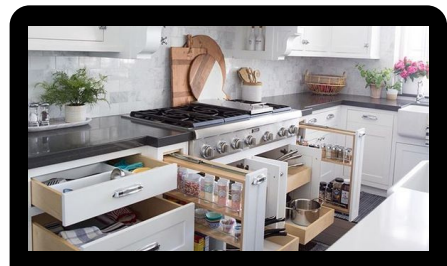
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## WARDROBE DECLUTTER & MAKEOVER IN 2HRS OR LESS

Can't fit another thing in your wardrobe because it's bursting at the seams.

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## DECLUTTERING YOUR KITCHEN DRAWERS

Can't find what you're looking for in your kitchen drawers? Don't fret - we have the fix!

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