



# FOUR STEPS TO A CLUTTER-FREE HOME

— DEDICATE —

— DECIDE —

— DECLUTTER —

— DO YOUR  
THING —



| [KATHILIPP.COM/CLUTTER-FREE-HOME](https://kathilipp.com/clutter-free-home) |



# 10 PRINCIPLES OF A CLUTTER-FREE HOME

1. **Make clutter management a daily habit.**
2. **Designate a place for everything.**
3. **Don't put it aside. Put it away.**
4. **Stop being reactive and start being proactive.**
5. **Don't argue over stuff. Negotiate space.**
6. **Don't use storage as a way to delay decisions.**
7. **Once you diagnose the clutter, you can dispense with it.**
8. **Things are not relationships.**
9. **Just-in-case thinking is impoverished thinking.**
10. **You deserve peace in your home.**





# TIME BOXING, SPACE BOXING AND 15 MINUTES TO DECLUTTER

## TIME BOXING

One of the reasons we resist chores so much is that it feels like they take forever. There is this never-ending list of things that need to be done, and it's going to take all day. Give yourself short, doable sprints instead of long, tedious marathons. Set a timer for fifteen minutes and say, "I know I can put away the dishes in fifteen minutes. I've set the timer, so when I'm done, I can go eat dinner."

## SPACE BOXING

This is just like time boxing, but with space boxing, you are giving yourself a specific area to work in instead of a specific time: one shelf, one drawer, one area of the closet. Instead of making a little progress in a room, make huge progress in one area.



# TIME BOXING, SPACE BOXING AND 15 MINUTES TO DECLUTTER

## 15 MINUTES TO DECLUTTER

Materials you Will Need:

- 3 Totes
- 1 Garbage Bag
- 1 Recycling Bag

Gather up these materials and then go to a room that is causing you stress and pick one tiny area: maybe it's a drawer, a shelf, or some small contained area that you can make a dent in. (Space boxing.)

This is a system you will be using in every room in your house as we work week to week, so I want you to gather up everything that you'll need right now:

1. Set up the three totes, a garbage bag and a recycle bag, your iPod, and a timer. (You can use the one on your cell phone or your oven.)
2. Mark one tote as "Other Rooms" one as "Give Away" and one as "Put Back."
3. Give yourself 15 minutes on your timer and pick a spot to clean out. (No more than you can pull out and put back in 15 minutes.)
4. Go through the area and use the three totes to sort the contents.



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## OTHER ROOMS

Anything that doesn't belong in the area you're cleaning gets put in the "Other Rooms" tote. This would include toys in the kitchen, dog brushes in the living room, report cards in the bathroom, or dishes in the bedroom.

## GIVE AWAY

Outgrown kids clothes? Check. Videos your family will never watch again. Check. There is enormous freedom in giving stuff away.

Here is an excellent set of criteria for keeping or giving away an item:

- Is it something you are currently using or wearing?
- Is it something that makes me happy when they see it?
- Is it something I will definitely use in the next six months?

If you can answer "Yes" to one or more, find a home for the item. If not, away it goes.

And a friendly reminder: don't donate garbage. It costs charities time and money to get rid of stuff that you don't want. Only donate those things that are in decent condition and are worthy of reselling. Don't be that person.



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## PUT BACK

This is the tote that you put things that go in that room, but need to be put back into the right place. Clean clothes on the floor of your bedroom that you're organizing. Shoes under your bed. Scarves hanging over a bedroom chair. These all go in the PUT BACK box, so once you've got your bedroom in order, you just put those items back where they belong.

## GARBAGE BAG

Anything that you don't want, isn't worthy of being donated, and can't be recycled goes in here.

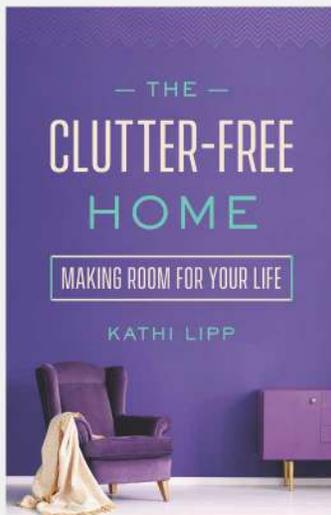
## RECYCLE BAG

Recycling regulations vary from city to city, so check with your local municipality if you have any questions as to what should be recycled and what shouldn't.

Once you have cleaned out your area, take the OTHER ROOMS tote around the house and put away all the stuff in the box. Take the GIVE AWAY box to where you gather stuff to take to donate (or, directly to your car to be donated the next time you run errands). And now, since your area is clean and organized, put back anything in the PUT BACK box into the spot it's supposed to go.

Now, doesn't that feel better?

# THE CLUTTER-FREE HOME



When it comes to your home, peace is possible...

Longing for a place of peace from which you can love others well? The Clutter-Free Home is your room-by-room guide to decluttering, reclaiming, and celebrating every space of your home.

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Let author Kathi Lipp (who once lived a life buried in clutter) walk you through each room of your house to create organizational zones that are not only functional and practical but create places of peace that reflect your personality. Kathi will help you tackle the four-step process of dedicate, decide, declutter and “do-your-thing” to reveal the home you’ve always dreamed of, and then transform it into a haven that reflects who you truly are meant to be.

If you’re also feeling overwhelmed by the care and upkeep of all the stuff under your feet or sense that your home is running you, instead of the other way around, come discover how to create a space that doesn’t have to be showroom perfect to be perfect for you and the people you love.