

The 15 Minute Workout for Your Space and Your Life

Exercise your creativity - Purge your frustrations

Step One – **Analysis**

5 minutes

Sentence Completions:

- When I get overwhelmed, I _____
- The hardest part about organizing is _____
- When I start sorting out my clutter, I feel _____
- Making a decision about what to let go of is hard because _____
- When I try to remove and organize my clutter, I have difficulty with _____
- My cluttered life stops me from _____
- Following a system/routine means _____
- There is just not enough time in my day because _____
- When I am organized, I will feel _____

Step Two – where does it all come from - **List**

5 minutes

- Subscriptions
- Unwanted advertising mail that creates “new possibilities” for clutter
- Hard copies of email
- Items bought without the “one-in, one-out rule”
- White elephant gifts
- Coupons for items not normally purchased
- Back stock (overstock)

Step Three – make it happen

5 minutes

- Pick your battle (area)
- Create a deadline to complete the battle (project)
- Break the project down into manageable pieces
- Make an appointment with yourself
- Schedule a realistic time slot in your calendar for a piece of the project
- Put your deadline date in your calendar....and stick to it
- Find your recycle/donate resources.....use them!

This 3-step 15 minute workout can help you feel and see what's causing your space and your life to implode. Take back control of your space and tune in for the next workout session.

TIP: Don't forget, if it takes 15 minutes or less.....try to do it now!