

CLEAN SWEEP:

DECLUTTER YOUR HOME & WORKSPACE FOR A CLEAN SPACE, CLEAR MIND

Decluttering can do wonders for your mood, health, and happiness. According to a survey conducted by the **National Association of Productivity & Organization Professionals (NAPPO)**, respondents said when they felt organized, their families also felt less stressed, less irritable, and calmer.



BENEFITS OF DECLUTTERING

Reduced Stress: A cluttered space can feel overwhelming, while a tidy one creates a sense of calm.

Improved Focus & Productivity: Fewer distractions = enhanced concentration.

Enhanced Creativity: An organized area sparks innovative, creative thinking.

Increased Clarity: Make decisions with a clearer mind.

Boosted Motivation & Well-being: Feel more in control, confident, and positive.

Get Started:

TIPS TO HELP TAKE THE FIRST STEP

Start Small:

Tackle small areas in short chunks of time.

Progress Over Perfection:

You didn't accumulate everything in a day. Celebrate small wins; decluttering is a journey.

Make it Fun:

Get the family involved & turn it into a game! Set your phone timer & see who can collect the most items.

5 WAYS, 5 MINUTES

Easy Ways to Organize Your Home & Workspace



HOME

- 1 Focus on a single space:** Choose 1 drawer, counter, or shelf to organize and clean thoroughly.
- 2 Purge expired items:** Clear out outdated items from the pantry, fridge, or medicine cabinet.
- 3 Declutter kitchen:** Eliminate duplicates and unused items from cabinets. Donate or discard those rarely used mugs!
- 4 Donate clothes:** Select 5 unworn pieces from the past 6 months to donate.
Tip: Start with your socks and toss any single, worn-out, mismatched pairs.
- 5 Restore order:** Return 5 misplaced items to their proper places.



WORKSPACE

- 1 Clear your desktop:** Remove unnecessary items from your desk surface. Tidy up pens, papers, and other unused objects.
- 2 Organize cables:** Use clips or ties to keep them neat and tangle-free.
- 3 Sort & prioritize your papers:** Quickly go through any loose papers on your desk. Categorize them into "to-do," "file," or "discard."
- 4 Clear your digital desktop:** Tidy your computer desktop by deleting and organizing files. Create folders to keep things neat.
- 5 Empty your trash:** Dispose of any waste and recycle what you can.

Bonus tip:

25% of people can't park in their garage due to clutter. * Spend 5 minutes each week tidying your garage or vehicle.

By decluttering, you create space for what truly matters, gaining a sense of calm, lightness, and control in your life.

Happy Decluttering!

Sources:
(2020, January 9). Declutter to De-Stress Says Survey on Organizing and Productivity. National Society of Organizing Professionals (NAPO). [Resolutions 2020: Declutter To De-Stress Says Survey On Organizing And Productivity](#)

35 Surprising Home Garage Stats You Might Not Know. Garage Living (U.S. Department of Energy study). [35 Surprising Home Garage Stats You Might Not Know.](#)