

# 10 Point Plan

## Point 7: Dropping Something Old



You can do anything, just not everything. Decluttering your life creates a positive feedback loop, reduces stress and the more you do it, the more you will learn about who you are, which in turns makes it easier to let go. You will no longer be pulled in a million directions because you will know what matters to you, and you will have let go of those things that don't matter. Clutter can distract you, weigh you down and in general invites chaos into your life. You can't pick up new things and grasp new opportunities, if your hands are full with clutter and you have no spare time, energy or resources. Tackling clutter can seem insurmountable and you may not know where to start, but starting to allocating a little time and breaking large tasks down into small steps will lead to big improvements and will be easier to maintain over the long-run. You will need a plan or blueprint to proceed, so why not start thinking in terms of decluttering:

**7.1 COMMITMENTS** – Take a look at your life and write down all your commitments at home, work, school, social, religious, friends, family and hobbies and so on. Then look at each one and decide what brings you joy and value, and if they are worth the amount of time you invest in them, as this will help you reduce or eliminate the rest. Learn to say no and decline new offers that don't bring joy or are essential, so you will then have more time for the things your love.

**7.2 COLLECTIONS** – We all have set routines in our daily lives, obligations, chores and daily tasks, weekly schedules and appointments. We find routines and schedules brings a sense of order and calm to our lives, but how often do we organise them into appropriately timed and space events, rather than doing them in a haphazard manner. If you are going upstairs have a basket of things that need to be taken upstairs, so you make one journey not lots. When shopping, have you planned a route that can allow you do undertake many tasks, not go out individually for each task.

**7.3 COLLEAGUES** – It may sound cruel but as you grow up you will lose friendships and colleagues and gain others. You will realise that some people are meant to stay with you, while others are not. You need to spend time with positive people who make your grow, feel

happy, value you, and you should then get rid of toxic people who drain your energy or don't value you. The harsh but honest truth about friendship decluttering is that it has to be done, so you can spend time and effort on the people you love and who love you back.

**7.4 CLOTHING** – It is now time to tackle to closets and clothes, and this also includes the draws that often things just get shoved into. If you want to see some beautiful tidy rooms, clothes and draws then I suggest that you look up 'Marie Kondo' who in my opinion is an amazing person and professional organising consultant. You will be amazed at the before and after transformations she has been able to undertake, so it is no wonder she is a bestselling author and star of a hit TV show. It is truly life-changing, and I would recommend everyone tries it.

**7.5 CONTAINERS** – To be productive, efficient and allow you to focus on the important things, you will need to remove the clutter out of all your containers, boxes and draws in your working environment. Start with your desk, clear everything off the top and take everything out of the drawers. Clean and wipe the desk and see what a clear desk policy looks like. Assemble everything in a pile and then sort through the 'stuff' and toss out the unnecessary. Setup basic alphabetical filing systems for each project, client or designated equipment, and make sure you label everything so you know where to find it. Have a way to sort new stuff into 4 categories, namely toss, delegate, do immediately or file. Do not keep things on the top of your desk.

**7.6 COMPUTERS** – Get rid of old computers and phones, old programs, old files and make a system of better accessing your key information easily then archive the rest that you need, otherwise delete it. Regularly purge old files, unused files or files you no longer understand what is inside them. Information can be overwhelming as more and more enters our lives, so reduce unnecessary feeds, emails, subscriptions, news, to that which you find valuable and informative. Set boundaries for letting information into your life, especially in terms of social media and what you share with the outside world. Don't let the ping of an email, Facebook message or notification control your life. Choose a time and place when you receive it, don't let it run your life.

**7.7 CRAPOLOGY** – We all keep too much stuff which is a collection of good stuff and not so good stuff or 'crapology'. 'Crapology' holds you back and absorbs your finite energy. You are now ready to move into decluttering your home of 'crapology', so simplify your rooms, clearing the floors, surfaces, shelves, tops of all furniture. Consider everything you need, then sort into piles of toss, donate or keep. Only keep things that bring you joy or are needed to perform a function that you regularly perform and without which your life would be more difficult.

**7.8 CHECKS** – Once you've successfully decluttered, whether it be one area or all the areas mentioned above, clutter will inevitably begin to creep back into your life. You must be vigilant in weeding it out on a regular basis, or it will just take over your life again. Set up a system to keep clutter in check. Examine the way that you do things and how things make their way into your life, and consider whether you can put together a simple system for everything, from your laundry to work projects and email. Write down your systems step-by-step and try to follow them as best as you can.

**7.9 CONTINUE** – You will need to continue this ritual and create a positive habit otherwise you will fall-back on your old ways. Follow your system of decluttering and organising and you'll keep the clutter minimized. It's easy to put things off for another day, but it'll save you headaches in the long-run if you deal with things immediately. So, either throw it out, donate it, or keep it and put it in a designated area. Don't slack off. These thoughts and tips are really common sense and attainable, and will provide a new perspective on making your environment better, working better, having more money and energy, and even helping you achieve other goals. Sometimes you can only move forward but letting go of things that are holding you back.

**7.10 CHECKLIST** – KonMari Checklist is a printable list that helps you take the ideas from the books and puts them in a practical, easy to use format. Start at category 1 (clothing), cross off each item as you declutter, and move down the list.

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