



## Clearing clutter is energizing!

**RECOGNIZE THE ENERGETIC IMPACT THAT YOUR THOUGHTS AND emotions have on your space.** If you don't appreciate it, then let it go and allow yourself to live in a peaceful place where there is a feeling of calm and order. So how are you going to create a system or a process that works for you? Clearing is an inside job that begins and ends with you. So let's visualize how you want the space to look.

The best way to start decluttering is to block out time on your calendar. Start with the area that will impact your daily life the most, especially the big items creating chaos. Figure out what is essential and get rid of the rest. Re-organize the space and this will invariably motivate you to keep going. Next, clear all tops of counters, tables, desks and dressers. Wherever you start, make a rule: nothing can be placed there that's not actually in use. Everything else must be put away!

Papers are one of the biggest challenges. First designate one incoming spot. Create an inbox tray, set up some simple folders with labels & categorize your papers. Go through your pile of papers, make quick decisions to trash them, file them, or make a note of action required then file that in the "action" file. Next dive into your drawers, cabinets and closets. Ask yourself do you use it regularly or love it, if not, lose it. Use the four-box method: trash, donate, keep or relocate. Categorizing things as you go through them and keeping like things together forces you to organize your home. It's crucial to find a designated space for every item you own.

If you don't know exactly where things belong, store like items close to where you use them. When placing items back into the drawers try adding dividers or small containers to store like things together. Visibility is key in your closet so organize small items in clear bins. Once you've created order, always put those things back where they belong to save time by reducing frustration in your daily life.

Decluttering closets is therapeutic but it's no surprise that we are prone to stuffing or leaving things we don't want to deal with in closets. Out of sight out of mind! The process of going through clothes, shoes and other long-forgotten belongings will help you cleanse your house and your mind of any emotional baggage that may be connected to these items.

You should expect regular upkeep, but just be glad that the new system is far more efficient than the old one. The goal is to set up a space that works well for your needs and ultimately makes you calm and happy!

UNIVERSAL LIVING

# Spring, Re-Awaken and Re-New!

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