

# 5 Easy Steps to Conquering Your Clutter

## Visualize it

What is your goal?  
What do you want?  
How does it feel?  
Mark Victor Hansen says:  
"Visualize it ~ Realize it ~ Achieve it"



## Question it

Does it help create the life I want?  
Do I want to maintain it?  
Do I use it and/or love it?  
Do I really need it?  
Where will I keep it?



## Put it away

Assign it a home:  
Files  
Baskets  
Storage Containers  
Label it



Yes No



## Purge it

Give it away  
Garage sale  
Recycle it  
Trash it



## Maintain it

Regularly evaluate it.  
Treat it like sacred space.  
Don't put it down, put it away.  
It's easier to maintain something than it is to clean it up again.

Result



## Result



## Freedom!

You will...  
save money  
gain more time  
have more room  
be more productive  
have peace of mind