



Coach Renée Canali, The Mindset Coach
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FUNCLUTTER©

Discover the Benefits of Uncluttering While Having Fun

This workshop is designed to give you a new perspective on clutter in your life, identify the costs of having clutter in your life and help you find ways that you can create room for growth in your life through uncluttering and simplifying.

What comes to mind when I say clutter?

What is clutter?

Clutter is a number of things scattered in disorder or jumbled. To clutter is to fill or cover with scattered or disorganized things that impede movement or reduce effectiveness. In other words, clutter is what falls on your head when you open the closet door, the stuff piled in front of the entertainment center to keep it from falling over and the assortment of “I can’t live without its” that you couldn’t itemize for insurance purposes if you had to. Clutter is also too many telephone numbers in your head, trying to remember all appointments without writing them down, mentally keeping track of too many details.

Are there costs to having clutter? Name a few: _____



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You may spend money-replacing things that you already have, but cannot find when you need them.

Clutter causes increasing frustration and stress.

Clutter has an added expense of time wasted-looking for, thinking about, stressing over something you can't find or piles/obligations you want to rid your life of.

Too many things, to-do's, obligations, unfilled promises take up a lot of mental and emotional room.

Describe your life right now, this present moment. Is it fulfilling? Peaceful? Exciting? Overwhelming? Fast-paced? Out of control? Satisfactory? Dull? Enjoyable? Empty? _____

Here are some questions that might help:

How often during the day are your thoughts drawn toward what you have to do or forgot to do or what you should do/have done?

Do you find yourself thinking about happenings from the day while you are trying to go to sleep?

How often do you find yourself looking for something because it wasn't in its place or because it has no specific place?

What causes you to choose to accept an obligation that you would rather not do, that you

are not passionate about or that takes time from things you feel are more important in your life?

How often do you find a task has taken more time than you originally thought? Whether it is driving kids to school, getting to an appointment, or refinishing the deck?



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Look back at this past week and how you spent your time. How do you feel about the past week? _____

List 6 activities, “to-do’s” and obligations you could have done better without last week: _____

Identify one or two of these that you choose to remove from your life: _____

Describe how your life would change if you no longer had these things in your life.

What would you use the time you spent on these things for, now that you’ve chosen to remove them? _____

By uncluttering or simplifying your life, you will create room for growth.

We have been programmed to keep ourselves busy in life: Hard work shows initiative and leads to success.

Being idle for any length of time is seen as a sign of weakness.

Shun idleness. It is rust that attaches itself to the most brilliant metals. ~Voltaire



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Take another moment and describe what you want more of in your life:

Personal development

Self-care

Time with family/friends

Hobbies

Volunteer work

Pursue a lifelong dream

Health

Travel

Entertainment

List as many things as you can on a daily/weekly basis that someone else could do for you (if you let them, encouraged them, trained them, trusted them, paid them, bartered with them.)

For each thing you listed, write down 3 ways you could “get rid” of the item.

1. _____

2. _____

3. _____

Use this list to systematically eliminate or delegate these items over the next month.

Check them off as you successfully remove them from your routine.

As you remove them, identify several things for which you want to use the free time you now have: a special outing for the family, a romantic dinner, exercise, learning piano or karate, researching investments, developing a new hobby or rekindling an old one.



Name at least 3 ways you will begin to unclutter your life today:

- 1.
- 2.
- 3.

Caution: Uncluttering and simplifying your life may cause peacefulness! Although you will notice changes around you when you begin the process of uncluttering, such as confusion, anxiousness, physical reactions (headaches, stomach aches), people around you reacting to you differently, changes in priorities-this is a natural occurrence. You are setting about a chain-reaction. Anytime one-thing changes in your life, other changes will follow. Be prepared to create a better present moment!

Change can be daunting. I invite you to explore the possibilities of working with me as your life coach. I offer a confidential 30-minute sample (**FREE**) coaching session without obligation. Please contact me to schedule your session or with questions or comments.



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Ways To Make The Most Out of FUNCluttering©

- Spend 15 minutes every day on uncluttering
- Time yourself and try to beat the clock
- Have kids help: one child is the trash collector, one is the delivery person (takes stuff to its home), one is the cleaner-upper (wipes off table, counter when clutter-free).
- Tag team with a friend: Your basement corner this morning, his or her family room tomorrow afternoon.
- Hire a teen or professional maid to: clean the bathroom while you sort papers in the office, wash kitchen cabinets of grease while you find the living room couch, to clean whatever it is you think you should be cleaning *instead of* uncluttering.
- Set a goal of filling one trash bag, cleaning one drawer, sorting through one box. Give yourself a reward when it's done: a pedicure, a round of golf, a night out, a DVD and a delicious dessert.
- Choose one room each month to unclutter. Divide the room into 4 tasks, such as filing papers, sorting through clothing, "editing" knick-knacks, getting rid of broken, unwanted, unusable items.
Take each task and divide it into 5-7 steps. Do one step each day or every other day to fit into your schedule (not *around* your schedule).
- See how many tasks you can delegate. The object is to practice allowing others to take responsibility-it is *not* to find someone to do something perfectly or as good as you. *You* become the coach; coach your *team* to victory.
- Find a friend who will hold you responsible for doing what you say you will do, someone to cheer you on!***

When you accomplish something, take a moment to reflect on how well you did and how you feel about taking care of it. Find ways to prevent this from happening again. Decide when you will react if you notice it happening again and how you will approach taking care of it.

In a sense, clutter is the end result of procrastination. Clutter Control by Jeff Campbell

A house that is cluttered is usually lived in by people whose minds are also cluttered, who need to simplify their lives. This begins with simplifying and clarifying their thinking. Mind and life need to be freed from the "disorder of the unnecessary." Discipline: The Glad Surrender, Elisabeth Elliot

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FunClutter ©YARD SALE TIPS

Yard Sale preparation:

Begin collecting things from around the house that you want to sell several weeks before your yard sale date. As you collect the items, clean them and price them.

If you have room, store like items together; it will make it easier to set up the yard sale.

Place prices on the top of the item where it is most easily seen. For clothing, use tie on tags or, if you have to use stickers, place the sticker in the neck or waistband so the glue will not damage the item.

Broken, chipped or damaged goods should be discarded, not sold.

Select a charity to receive the unsold items. Make arrangements ahead of time for them to be picked up the week after the yard sale. Some charities, like Salvation Army have drop off sites.

Yard sale set up:

Saturday is the best day for yard sale success. More people go yardsaling on Saturdays. The best times for yard sales are from 9:00am to 2:00pm.

Hang yard sale signs two days before the yard sale to generate interest. Tie a streamer or balloon to the sign to attract attention.

Check with local ordinances about posting the signs. Make sure to take them down the following day.

Yard sale signs should be well placed-so that people driving by can easily read them. They should be printed with large bold letters. Include several categories you are featuring, such as musical instruments, games, tools, and furniture.

Make sure you are completely set up by the time you have advertised as the start time.

Have enough one and five dollar bills for change. Also have about \$10.00 in coins.

Place like items together. Clothing is more successfully sold on hangers on a rack, not folded in a box.

You may want to have someone designated to watch over any valuable or higher priced items to discourage tag swapping or theft.

Check boxes, purses, drawers, and pockets for cash or receipts before putting them out for sale.

Save grocery bags ahead of time for your customers to carry home their goodies. Consider having a grab bag for small toys-fill a sandwich bag with a few items and sell it for \$1.00.

Costume jewelry can be placed in sandwich bags as well.

When selling electrical items, you may want to have a place close by for customers to plug them in and try them. Tie the cords with bag ties or rubber bands to keep them from dragging.

Some people have cookies or punch available to their customers. You can either have kids sell them or have them as a “freebie”. Make sure to have a trash can nearby if you choose to have food.

Don’t overlook the possibility of selling unopened shampoo and other toiletries you may have stockpiled and no longer want.

Other options for Yard Sales:

Check with your local elementary school or neighborhood church to see if they are having a community yard sale you could participate in. Usually, you make a donation of \$15.00 to set up a table there. Sometimes, the church or school provides a table for your use. You keep the profits from the sale; they get the “donation”.

Community centers are another place to check for this arrangement.

Check with close-by neighbors. If several neighbors have stuff to sell, you could coordinate having your yard sales on the same day. You are more likely to attract traffic. Put signs out advertising “neighborhood” or “community” yard sale.

Cautions:

You may want to avoid selling alcohol (check local laws), baby items which are not up to current safety standards (the crib you slept in when you were born!), flammable chemicals, cleaning products or pets.

For laughs: Is it true that the only difference between a yard sale and a trash pick up is how close to the road the stuff is placed?