



THE COMPLETE

CLEANING & DECLUTTERING GUIDE

THE COMPLETE ACTION PLAN TO
SIMPLIFY AND ORGANIZE YOUR
HOME

Chapter
1

Becoming
Your Kind of
Minimalist in
Life





In today's fast-paced world, we often find ourselves surrounded by an overwhelming amount of stuff and distractions. The constant barrage of advertisements and societal pressures can make it feel like we need more, more, and more. Yet, the pursuit of material possessions rarely leads to lasting happiness or fulfillment. It's in this context that the transformative journey of decluttering begins.

The Transformative Power of Decluttering

Decluttering is not about conforming to a rigid ideal of extreme minimalism. It's not about living out of a backpack or owning only a specific number of items. It's about something deeper and profoundly personal. It's about becoming your kind of minimalist—a minimalist in a way that aligns with your unique values, aspirations, and priorities.

Rediscovering Your Values

Think of decluttering as a path to rediscovering and embracing your core values. What truly matters to you in life? What are your passions, your dreams, and your goals? Often, our possessions and distractions can obscure these fundamental truths. Decluttering is the process of stripping away the excess, the non-essential, to reveal what's truly important.



Your Journey, *Your Way*

This book is not a one-size-fits-all approach to decluttering. Instead, it's a guide that recognizes the individuality of your journey. It empowers you to declutter your life in a way that's not just practical but also deeply meaningful. You don't need to conform to someone else's vision of minimalism; you can create your vision—one that reflects who you are and who you want to become.



Your Personal Path to *Simplification*

Simplifying your life doesn't mean giving up the things you love or the activities that bring you joy. It means finding balance and intention in what you choose to keep in your life. This book will equip you with the tools, strategies, and insights to embark on your path to simplification, step by step.



Connect with Your *Inner World*

As you read on, remember that decluttering is not just about physical spaces; it's also about decluttering your mind and your heart. It's about connecting with your inner world and aligning your external environment with your true self. This journey can be both liberating and enlightening, and it starts with embracing the idea that you can become your kind of minimalist.



Chapter
2

Finding Your
Why,
Crafting
Your Vision,
and Setting
Goals



Before you roll up your sleeves and start decluttering your physical space, it's crucial to lay a strong foundation. This chapter will delve into the heart of your decluttering journey: understanding your "why," envisioning your clutter-free future, and setting actionable goals.

Understanding Your "Why"

Your "why" is the driving force behind any meaningful change in your life, including decluttering. It's the deep-seated motivation that will keep you on track when the going gets tough. Take a moment to reflect on why you want to declutter. Consider both the emotional and practical aspects of clutter's impact on your life.

Emotional Costs of Clutter ✨

- **Stress:** Does clutter cause you stress or anxiety? Does it make you feel overwhelmed?

- **Frustration:** Are you tired of constantly searching for things amid the chaos?

- **Guilt:** Do you feel guilty about the clutter, especially if it affects others you live with?

- **Emotional Weight:** Does clutter prevent you from enjoying your space and living in the moment?



Practical Costs of Clutter ✨

- **Time:** How much time do you spend managing and searching through your stuff?

- **Money:** Have you bought things you already own but couldn't find due to clutter?

- **Space:** Is clutter preventing you from utilizing your space effectively?

- **Energy:** Does clutter drain your energy, making it harder to focus and be productive?

By understanding the emotional and practical costs of clutter in your life, you'll gain clarity on why decluttering is essential to you. Your "why" will be your anchor throughout this journey.

Crafting Your Vision

With your "why" in mind, it's time to envision the clutter-free life you want to create. Close your eyes and imagine your living space free from unnecessary items, neatly organized, and inviting. Think about how it would feel to wake up in a clutter-free bedroom or work in a clean and organized home office.



Consider the following aspects of your clutter-free vision ✨

- **Aesthetics:** What does your clutter-free space look like? Describe its colors, layout, and ambiance.

- **Functionality:** How does your space work? What activities can you now enjoy in an organized environment?

- **Emotions:** How do you feel in this clutter-free space? What positive emotions does it evoke?

- **Impact:** How does a clutter-free life affect your overall well-being, relationships, and productivity?

Your vision is a powerful motivator. It's your destination—the place you're striving to reach. Keep this vision alive in your mind throughout your decluttering journey.

Setting Clear, *Achievable* Goals

Now that you have a compelling "why" and a vivid vision, it's time to translate these aspirations into concrete actions. Setting clear and achievable goals is the roadmap that will guide your decluttering efforts.



Consider the following when setting your goals ✨

- **Specificity:** Make your goals precise. Instead of "declutter the bedroom," say "declutter the bedroom closet and donate unused clothes."

- **Measurability:** Define how you'll measure progress. For example, "Reduce the number of books on my bookshelf by 50%."

- **Achievability:** Ensure your goals are realistic and attainable within your current circumstances.

- **Relevance:** Align your goals with your "why" and your clutter-free vision. They should reflect what truly matters to you.

- **Time-bound:** Set a timeframe for each goal. For instance, "Complete the kitchen declutter within two weeks."

Consider writing your goals down in the following format ✨

Goal: Clearly define the specific decluttering goal you want to achieve. This should be directly related to your vision of a clutter-free life.

- *Example: "Declutter Bedroom Closet"*

Why: State the underlying reasons for this goal. This helps you connect with your motivation, your "why." Explain how achieving this goal will benefit you emotionally or practically.

- *Example: "Reduce stress and find clothes easily."*



How: Outline the steps or actions you need to take to achieve the goal. Break it down into manageable tasks. Be specific about what needs to be done.

- *Example: "Sort clothes, donate items I no longer wear, and organize the closet."*

Deadline: Set a realistic timeframe for completing the goal. This adds a sense of urgency and helps you stay accountable.

- *Example: "Complete this goal within 2 weeks."*

Goal	Why	How	Deadline
Declutter Bedroom Closet	Reduce stress and find clothes easily	Sort clothes, donate, and organize	2 weeks
Create a Functional Home Office	Boost productivity and focus	Clear desk, organize files, and set up workspace	1 month
Donate Unused Kitchen Appliances	Free up space and simplify the kitchen	Identify unused appliances and arrange for donation	3 weeks

With clear goals in place, you'll have a concrete plan to follow as you embark on your decluttering journey. In the upcoming chapters, we'll dive deeper into planning and executing your initial decluttering. Remember, your "why," your vision, and your goals are your compass, guiding you toward a clutter-free and fulfilling life.



Chapter
3

**Plan Your
Initial
Decluttering**



Starting your decluttering journey can be both exciting and daunting. The prospect of simplifying your life is exhilarating, but it's the first step that often feels the most challenging. This chapter will guide you through creating a concrete plan for your initial decluttering efforts. Remember, taking it one step at a time is key to success.



Getting Started

The first question you might ask is, "Where do I begin?" The answer is to start small. Pick a manageable area to declutter, such as a closet, a kitchen cabinet, or a single room. By starting with a smaller space, you'll build confidence and momentum for tackling more extensive decluttering tasks later.



Decluttering Areas to Consider ✨

Area/Category	Items to Declutter	Done
Living Room	- Old magazines and newspapers	
	- Broken or unused electronics	
	- Excess decorative items and knick-knacks	
	- Outdated or unused furniture	
Bedroom	- Clothes you no longer wear	
	- Worn-out bedding and linens	
	- Unwanted jewelry and accessories	
	- Excess shoes and accessories	
Kitchen	- Expired food items	
	- Duplicate kitchen utensils and gadgets	
	- Unused or chipped dishes and cookware	
	- Empty or near-empty spice containers	
Bathroom	- Old or expired toiletries	
	- Empty or nearly empty bottles	
	- Unused towels and washcloths	
	- Broken or outdated personal care items	
Home Office	- Outdated paperwork and documents	
	- Unused office supplies	
	- Broken or old electronic equipment	



Area/Category	Items to Declutter	Done
	- Duplicate cables and cords	
Closets and Storage Areas	- Clothes that no longer fit or you don't wear	
	- Unused or out-of-season clothing	
	- Unnecessary shoes and accessories	
	- Forgotten or expired items in storage bins	
Garage/Attic/Basement	- Broken tools and equipment	
	- Outdated sporting goods	
	- Excess holiday decorations	
	- Unused or broken furniture	
Digital Files	- Duplicate photos and videos	
	- Unused apps and software	
	- Outdated documents and files	
	- Old emails and subscriptions	
Computer/Desktop	- Unnecessary desktop shortcuts	
	- Unused software and applications	
	- Cluttered files and folders	
	- Duplicate files and photos	
Phone	- Delete unused apps and contacts	
	- Organize apps into folders	
	- Clear cached data and old messages	



Area/Category	Items to Declutter	Done
	- Review and update privacy settings	
Social Media	- Unfollow or unfriend inactive accounts	
	- Delete or archive old posts and photos	
	- Review and update privacy settings	
Email	- Unsubscribe from unnecessary newsletters	
	- Organize and categorize emails	
	- Delete or archive old emails	
Digital Devices	- Uninstall unused apps	
	- Organize and declutter files	
	- Clear cache and old downloads	
Cloud Storage	- Delete or organize files and documents	
	- Remove outdated or unused backups	
	- Review and update sharing permissions	
Contacts (Phone, Social Media)	- Delete duplicate and obsolete contacts	
	- Update contact information and photos	
	- Unfriend or unfollow inactive social media connections	



Sorting & Categorizing

Once you've chosen your decluttering area, it's time to roll up your sleeves and begin sorting. Here's a simple template you can use:

Category	Description	Example Items
Keep	Items you want to keep and use regularly.	Your favorite clothes, essential kitchen tools.
Donate	Items in good condition that you no longer need.	Clothes you've outgrown, unused appliances.
Recycle	Items that can be recycled instead of discarded.	Paper, cardboard, glass, plastic containers.
Trash	Items that are no longer usable and need to be discarded.	Broken or irreparably damaged items.



Decluttering Checklist ✨

- ☐ **Gather Supplies:** Before you start, collect bins or boxes for each category: Keep, Donate, Recycle, Trash. You'll also need trash bags, cleaning supplies, and labels.
- ☐ **Set a Timer:** To avoid feeling overwhelmed, set a timer for a specific period (e.g., 30 minutes) and focus solely on decluttering during that time.
- ☐ **Sort Methodically:** Go through each item in your chosen area one by one. Decide which category it belongs to and place it in the corresponding bin or box.
- ☐ **Question Your Choices:** As you declutter, ask yourself if each item aligns with your vision and goals. Is it something you use or value? Does it contribute positively to your life? If not, consider letting it go.
- ☐ **Celebrate Progress:** Take short breaks to appreciate how far you've come. Acknowledge your accomplishments, no matter how small they may seem.
- ☐ **Dispose Responsibly:** Once you've finished decluttering, take care of the items in the "Donate," "Recycle," and "Trash" categories promptly and responsibly.
- ☐ **Organize What's Left:** After decluttering, organize the items you've chosen to keep in a way that aligns with your vision. Use storage solutions that make sense for your space and your needs.

By following this plan, you'll be well on your way to a clutter-free and organized living space. In the next chapter, we'll explore how to develop a personalized decluttering routine to maintain your progress and prevent clutter from creeping back into your life. Remember, letting go of the past can be liberating, and embracing the present is your key to a brighter clutter-free future.



Chapter
4

Develop
Your
Personalized
Declutter
Routine



Decluttering is not a one-and-done endeavor; it's an ongoing process that requires consistency and commitment. In this chapter, we'll explore how to establish a personalized decluttering routine that aligns with your lifestyle and preferences, helping you maintain a clutter-free and organized living space.

The Importance of a *Decluttering Routine*

Imagine your initial decluttering efforts as a spring cleaning, a fresh start. However, maintaining that clutter-free environment requires more than a single sweep. It demands a routine—an intentional and regular commitment to keeping clutter at bay. Here's how to create your personalized decluttering routine:

✦ Choose Your Frequency

Start by deciding how often you want to dedicate time to decluttering. The frequency can vary based on your preferences and the size of your living space. Some people prefer daily decluttering, while others find it more manageable to declutter weekly or monthly. Consider what works best for you and your schedule.

✦ Daily Tidying Habits

Incorporate daily tidying habits into your routine. These small actions can prevent clutter from piling up. Examples of daily tidying habits include:

- Making your bed each morning.
- Wiping down kitchen surfaces after meals.
- Returning items to their designated places.
- Sorting mail and paperwork daily.

✦ Designate Decluttering Zones

Identify specific areas or zones in your home that tend to accumulate clutter more frequently. These might include your kitchen countertops, the entryway, or your home office desk. Designate these zones as regular decluttering areas within your routine.

✦ Weekly Focus Areas

On a weekly basis, allocate time to address specific areas or rooms in your home. Choose a day or days that work for you and commit to decluttering during those times. For instance

- Monday: Tackle the kitchen.
- Wednesday: Focus on the living room.
- Saturday: Declutter the bathroom.



✦ Monthly Deep Dive

Once a month, conduct a deeper decluttering session. This is an opportunity to review your belongings, reassess your goals, and ensure that your living space remains aligned with your vision. During this monthly deep dive:

- Go through a particular closet or storage area.
- Review your belongings and assess if any additional items can be donated or discarded.
- Adjust your organization systems as needed.

✦ Creating Systems for Organization

A vital part of your decluttering routine is creating and maintaining organization systems. These systems can include:

- Clear storage containers and labels.
- A designated spot for incoming mail and paperwork.
- A "one in, one out" rule for new possessions.
- Regular decluttering sessions for seasonal items.

✦ Stay Flexible and Adaptable

Remember that life is dynamic, and your decluttering routine should be adaptable. If your circumstances change, adjust your routine accordingly. The key is to find a balance that allows you to maintain a clutter-free environment while accommodating your life's demands.



In the next chapter, we'll explore strategies for overcoming setbacks and holding yourself accountable on your decluttering journey. Your personalized decluttering routine will be your foundation for continued success, helping you enjoy the benefits of a clutter-free life.



Chapter
5

Overcome
Setbacks
and Hold
Yourself
Accountable





Decluttering your life is a transformative journey, but it's not without its challenges. Setbacks and moments of doubt are entirely normal. In this chapter, we'll explore how to overcome these obstacles and stay true to your decluttering goals. Remember, setbacks are part of the journey, and they can be valuable opportunities for growth.

The Nature of *Setbacks*

Before we dive into strategies for overcoming setbacks, it's essential to acknowledge that everyone encounters obstacles on their decluttering journey. These setbacks can take various forms:

Emotional Attachments

Parting with sentimental items can be emotionally challenging.

Time Constraints

Life gets busy, and decluttering can take a backseat.

Lack of Motivation

There may be days when you don't feel like decluttering at all.

Staying Committed to *Your Vision & Goals*

To navigate setbacks successfully, it's crucial to remain committed to your vision and goals. Here's how:

- **Revisit Your "Why":** Reflect on the reasons you started this journey. Reconnect with the emotional and practical benefits of decluttering. Your "why" is your anchor, and revisiting it can reignite your motivation.
- **Visualize Success:** Imagine the clutter-free life you're working towards. Visualize the peace, freedom, and fulfillment that will come with achieving your vision. Keep this mental image in mind during challenging moments.



Seeking Support

Don't hesitate to reach out for support when you're facing setbacks. Friends, family, or online communities can be valuable sources of encouragement and advice. Here's how to seek support effectively:

- **Share Your Goals:** Let those close to you know about your decluttering goals. They can provide motivation and hold you accountable.
- **Join Online Communities:** There are many online communities and forums dedicated to decluttering and minimalism. These can be excellent places to connect with like-minded individuals, share experiences, and seek advice.

Accountability & Progress Tracking

Accountability is a powerful tool to help you stay on course. Consider these strategies:

- **Set Milestones:** Break your decluttering journey into smaller milestones. Celebrate your achievements along the way. For example, if you're decluttering your entire home, celebrate when you finish one room.
- **Track Your Progress:** Use a journal or a decluttering app to track your progress. Record what you've accomplished, challenges you've overcome, and insights you've gained. Reviewing your progress can be motivating.

Course-Correct & Keep Moving Forward

Finally, it's essential to recognize that setbacks are not failures. They're opportunities to learn and grow. If you find yourself slipping off track, don't be too hard on yourself. Instead, use setbacks as stepping stones for improvement. Here's how:

- **Assess What Went Wrong:** Take a moment to analyze what caused the setback. Was it a lack of time, motivation, or a specific challenge? Understanding the root cause can help you make adjustments.

- **Adjust Your Routine:** If necessary, adapt your decluttering routine to better fit your current circumstances. Life is dynamic, and flexibility is key.



- **Restart with Renewed Purpose:** Approach decluttering with renewed purpose and determination. Remember that setbacks do not define your journey. What matters most is your commitment to your vision and your willingness to keep moving forward.



By applying these strategies, setbacks can become opportunities for personal growth and resilience on your decluttering journey. Your vision of a clutter-free, simplified life is within reach, and with determination, you can achieve it.



Congratulations on completing your decluttering journey! You've made significant progress in simplifying your life, from uncovering your "why" to setting meaningful goals and developing a practical routine.

Remember that decluttering is an ongoing process. Your clutter-free future is within reach, but it requires maintenance. Adapt your routine as life evolves, and continue to enjoy the benefits of a simplified and organized space.



Consider sharing your insights and experiences with others, inspiring them to embark on their own decluttering journeys. Your journey can be a source of motivation for those seeking a more intentional and clutter-free life.

Your commitment to creating a life that reflects your values and aspirations is commendable. As you move forward, keep your "why" close to your heart and revisit your goals. Embrace the opportunities and challenges that come with maintaining a clutter-free environment.



DECLUTTERING CHALLENGE

CLOTHES

LINEN &
TOWELS

KITCHEN
CUPBOARDS

KITCHEN
DRAWERS

BATHROOMS

PAPERWORK

CORDS &
CABLES

STATIONER
Y

TOYS

COMPUTER
FILES

EMAIL INBOX

BEDROOMS

GARAGE

OUTSIDE

PET ITEMS

PHOTOS

ORNAMENTS

OLD PANTRY
ITEMS

OLD FREEZER
ITEMS

GAMES /
HOBBY ITEMS



the
CLEANING
PLANNER

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ZONES

Below create cleaning zones - area's that you will clean at the same time.
For instance, kitchen and dining room.

ZONE 1	ZONE 2
ZONE 3	ZONE 4
ZONE 5	ZONE 6
ZONE 7	ZONE 8



ZONE CLEANING

DATE:

ZONE	M	T	W	T	F	S	S

ZONE	M	T	W	T	F	S	S



MAINTENANCE

FIX	REPLACE	SELL
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐

NOTES



[illegible]

CHORES CHART

WEEKLY CHECKLIST

AROUND THE HOUSE

CLEAN THE MASTERS BEDROOM

SWEEP THE FLOOR

WATER GARDEN PLANTS

FEED ALL PETS

M	T	W	T	F	S	S
☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐

IN MY ROOM

WIPE THE CABINETS

DUST THE WINDOWS

ORGANISE ALL FILES

VACUUM THE CARPET

M	T	W	T	F	S	S
☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐

OTHER CHORES

BUY A CARTON OF MILK

FINISH HOMEWORK

SEW TORN CLOTHES

CLEAN PAINTBRUSHES

M	T	W	T	F	S	S
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☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐



CLEANING SCHEDULE



BEDROOMS

MONDAY	☐
	☐
	☐

EVERYDAY

M	T	W	T	F	S	S
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M	T	W	T	F	S	S
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BATHROOMS

TUESDAY	☐
	☐
	☐

M	T	W	T	F	S	S
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M	T	W	T	F	S	S
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KITCHEN

WEDNESDAY	☐
	☐
	☐



EXTRAS

WEEKEND	☐
	☐
	☐



LIVING ROOM

THURSDAY	☐
	☐
	☐



MONTHLY

☐
☐
☐
☐
☐
☐
☐



OUTSIDE

FRIDAY	☐
	☐
	☐



MY WEEKLY CHORES

HOUSE CHORES

M	T	W	T	F	S	S
☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐

CHORES IN MY ROOM

☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐
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OTHER ERRANDS

☐	☐	☐	☐	☐	☐	☐
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☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐



FAMILY CHORES LIST

 FAMILY MEMBER 1:	 FAMILY MEMBER 3:
 FAMILY MEMBER 2:	 FAMILY MEMBER 4:

DAILY CHORES

(MORNING, AFTERNOON, AND EVENING)

WEEKLY CHORES

(MON, TUE, WED, THU, FRI, SAT, SUN)



FAMILY CHORES LIST

 FAMILY MEMBER 1:	 FAMILY MEMBER 3:
 FAMILY MEMBER 2:	 FAMILY MEMBER 4:
 FAMILY MEMBER 5:	 FAMILY MEMBER 6:

DAILY CHORES

(MORNING, AFTERNOON, AND EVENING)

WEEKLY CHORES

(MON, TUE, WED, THU, FRI, SAT, SUN)



DAILY CHORE CHART

CHORES

[illegible][illegible]

MONTHLY OVERVIEW

MONTH: _____

S	M	T	W	T	F	S

MONTHLY GOALS

☐	_____
☐	_____
☐	_____
☐	_____
☐	_____
☐	_____

MAIN TASKS

☐	_____
☐	_____
☐	_____
☐	_____
☐	_____
☐	_____



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