

**Systemise your  
business, organise  
your time &  
prioritise you**



## MODULE 7 - DECLUTTERING

Welcome to Module 7 from the “Managing You HQ” program and here we’re talking about **decluttering**.

Man, oh man, aren’t we just so good at hoarding stuff nowadays?!

There’s talk of a us being part of throwaway society, no question, but with objects being made and mass-produced on the scale that they currently are – nothing is built to last forever anymore.

We end up with homes full of broken, used-once, and faulty items, and I’m here to tell you - it’s time to get rid.

### **YOUR WORKSPACE**

Decluttering your workspace, sorting out your home office, clearing your workstation and/or just getting your admin area more organised can make a huge difference to how cluttered your mind feels too.

If you can’t face doing it right now, that’s fine. Just estimate how much time you think it’ll take to accomplish, and put it in the diary.

If you don’t have a spare room in your home where you can have an “office” as such, where is the next best room you could use to do your admin-related work in?

Try not to have your "office" in a communal space if at all possible, so a desk in your bedroom would be more preferable to your kitchen counter or a corner of your dining room table say, where everyone else in your home tends to congregate.

Open up the conversation with the significant others in your life about creating an area all to your own, ensuring you stress that it’s really very important for your creativity, your productivity and your own business goals to have your own area in which to work.

Without your own "space", you end up doing less focussed work, and you’ll find yourself flitting from one room to the next doing so, which creates a scenario where you flit from task to task too. Can you see how they’re both connected?

### **YOUR HOME**

When it comes to decluttering, it pays to transfer this to other areas of your life too, so if you haven’t had a good sort out of your summer/winter wardrobes yet - do it!

And, whilst you're at it, take to the kitchen drawers, the bathroom cabinets and anywhere that clutter seems to collect.



Get into the habit of having a designated place for each and every item you own ie if you normally keep your stapler in one particular spot on your desk, always return it to this place and don't allow it to deviate from there.

Similarly, if you have coat hooks, but you end up hanging your jacket on the back of a chair as soon as you come in, can you see how that "habit" needs to be re-programmed in your brain?

### **YOUR PAPERWORK**

Sadly, there's no such thing as a paperless office, so my first word of advice is: file paperwork regularly, and don't hang onto correspondence that isn't relevant anymore.

When dealing with paperwork, you're looking at only having 3 piles in action at one time:

1. paper that needs attention right now (bills to pay, forms to be filled in etc)
2. paper you need to keep short term (tax documents for the current tax year, warranties etc)
3. paper you need to keep forever (contracts, birth certificates, mortgage paperwork etc)

### **CO-WORKING SPACES**

If "working at home" just isn't conducive to "getting stuff done", I'd suggest seeking out a co-working space if there's one in your location, to help you get some focus even just one half-day a week.

These communal offices are popping up all over the world nowadays, so do some research to find your closest one and check out their facilities to see if they're a good fit.

There's a charge to use them, and they're all slightly different, with amenities like quiet zones so you can really get your head down, common rooms where you can meet and chat to other solopreneurs, cafe facilities, meeting rooms to hire, audio/visual facilities to host webinars, and even reception staff who can usher clients in for you.

### **WANT TO TAKE DECLUTTERING TO THE NEXT LEVEL?**

Grab a copy of Marie Kondo's book: "*The Life-Changing Magic of Tidying-Up*".

I guarantee it'll change the way you associate with clutter, and if you have objects (big or small) that have sentimental value to you (or cost a lot of money and you no longer use them), you'll be able to make that decision as to whether to keep them, or not.

Now, go over and post a note in the [Facebook Group](#) to let me know what your first steps will be to ensure you take action on decluttering!

**Happy Decluttering!**

*Claire Mockridge*