

TOP TEN TIPS, TOOLS, & TRUTHS FOR THE YEAR



1. Start with ART

ART stands for acceptance, release and trust. clearsimple.com/art

2. Simplify.

Pick one small, one medium and one larger project for each season – such as the purse, the kitchen counter and the bedroom. Choose the ones that would mean the most to YOU!

3. Get the Cool Tools

Everyone needs the basic foundational tools – a labeler, 30 banker’s boxes, the time timer, clear project folders, etc.

4. Containers for Order & Beauty.

Use containers within drawers, closets, cupboards and on shelves to add clarity and beauty. Then be consistent (all white or wicker) to add that clean feeling and functionality. Lastly, label all containers for instant ease in returning to their home and zone. TIP: Remember containers are step 4 in STACKS©. Take the time to Sort, Toss, Assign and then Contain, Keep it up & Simplify. clearsimple.com/systems

5. Paper Sanity #1 - Capture the Incoming

Capture all incoming paper (and information) that comes into your space in a specific container and location. Get a small notebook (such as the ARC by staples) or use your smart phone notepad or an app to capture incoming information. clearsimple.com/iraft for more details.

6. Paper Sanity #2 - Weekly Sort into RAFT©

Empty and sort your incoming once a week (just like the laundry) into RAFT – Read, Action, File, & Toss. Put each pile in its own container. Then choose a 30-minute block each week to work on the action items. TIP: Make the Action papers and files vertical. Vertical equates action. clearsimple.com/iraft for more details.

7. Paper Sanity #3 - Get the FreedomFiler Kit and System

FreedomFiler is an all-encompassing, self-purging filing system that is designed to handle all the papers in your life. It is also a system that tells you how long to keep them and makes it easy to let go. clearsimple.com/freedomfiler

8. Learn the Organizing Skill!

Since only 10% of the population is born with the “organizing gene” most people don’t know where to start, what to do or how to keep it up. Start with learning the ABC’s of organizing. Get Clear & Simple’s step-by-step approach that works for all ages, personalities and projects. clearsimple.com/systems

9. Get a Buddy! Get Help!

Change & growth cannot be alone. It takes a team. Find a buddy or hire a professional organizer that you feel safe and comfortable with. Having support makes the process fun and keeps accountability in place.

10. Your Vital Documents Done

Choose to get your Vital Documents completed in the next three months. First, gather, sort and list what you have. Second, list and get the missing elements. Third, organize and put in a fireproof safe and 2 other places.

