

## The 10 BEST decluttering tips from Organising Queen readers

1. Put the timer on for 15 minutes and work hard decluttering in that time. You can always do another 15 mins later or after that!
2. Clear one surface down to just what \*should\* be there. It will look so good, you'll want to clear another surface!
3. Never let it pile up! Whenever you see stuff where it's not supposed to be, put it away. Stay on top of your clutter and it won't overwhelm you! :)
4. Get clutter out of the house as soon as possible. I list all of my "treasures" on freecycle (if you have that in your area...a thrift shop works too), and usually even the most random of things are gone in a few days. I used to figure I'd save it for a garage sale, but I never had the ability to wait that long!
5. Throw out mail as soon as possible!
6. Go through the mail immediately, every day. I distribute it to: junk mail to recycle bin, credit card offers or anything with personal information to the shredder, bills to the bill folder, and the "to be read" stuff to the "Read" file. Of course, if there is anything fun in the mail it gets opened right away! :)
7. Don't let clutter in the house. If you do bring something in the house, get rid of a similar item. 1 in, 1 out.
8. Box it up and move it out...immediately. For example, I recently went through my closet and removed everything that I was not wearing because it was either too big or too little. zthe clothing was all in excellent condition, and I could have made some money on eBay or in a garage sale; but instead, I bagged it up

and immediately took it to a resale shop where ALL of the proceeds benefit battered women.

9. Use the "one touch" rule. All papers/ mail and even items get one touch. Either straight to the trash, in the office files, or in the basket for upstairs. This works so you don't keep making new piles or leaving things to pile up for later.
10. Prevention is the best way. Remember that there will always be a sale but you do not always have to be a part of it!! A bargain is not always a bargain.

Decluttering is also easier if you give the stuff to someone who needs it - toys to local playgroup, clothes to friends who need them, etc.