

Not much time? Here's tiny categories for you to declutter daily for even the busiest of people!

# DAILY DECLUTTER REFERENCE DOCUMENT



*Untangled by Tingle*  
clutter to calm

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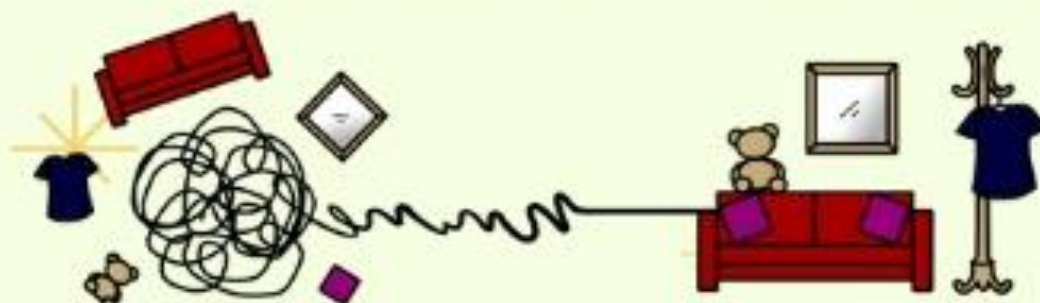
# GETTING STARTED

Welcome to my  
free daily declutter  
document!



This document was created after i had a very successful advent calendar event for my Facebook followers. Many requested the daily challenges to be written down into a guide for future reference. So here it is. Don't be put off by the length of the document - each category has been specifically chosen to be able to be decluttered within 10 minutes. Try to remove discards from your home as soon as possible so that you feel the benefit - it doesn't make you feel like you've done a good job if the items are being carted around in the back of your car for the next month! There's an exit strategy for harder to discard items to help with this, and minimise what goes in the bin or to the tip.

So are you ready to make a start? DO IT NOW!



<i>Day</i>	<i>What</i>	<i>How</i>	<i>Exit strategy</i>	<i>If you wish to carry on</i>
<i>1</i>	<i>Shampoo and conditioner</i>	<i>Go find them all, including little ones taken from hotels, free samples from magazines etc. Then decide to only keep the ones you really love and actually will use!</i>	<i>Send any unopened/as new ones to: GIVE AND MAKEUP PO BOX 855 LONDON W4 4AW Please make sure you pay postage.</i>	<i>Do the rest of your toiletries too.</i>
<i>2</i>	<i>Socks</i>	<i>Today get ALL your socks! Yes, even the ones in the laundry basket. Get your favourites out. Which ones do you always gravitate to pop on? Which feel nice on your feet? Do you REALLY need that many trainer socks? Any with holes?</i>	<i>You can offer socks to homeless charities (if they're still ok), send to textile recycle bins (there's usually one in recycling centres), or if you have a bag full take them to H&amp;M and get a</i>	

		<p><i>Novelty socks that you'll never wear? Odd socks? Any that aren't comfy?</i></p>	<p><i>voucher back.</i></p> <p><i>For a list of charities that accept socks click here</i></p>	
3	<i>Pens</i>	<p><i>Go grab ALL the pens in your house! Check the junk/rammel drawers, by the phone, in the kitchen, bedroom cabinet, office or study, kids rooms, and not forgetting down the side of the sofa!</i></p> <p><i>Check they work! Bin any that don't straight away!</i></p> <p><i>Which ones write nicely? Do you order ink or biro?</i></p> <p><i>You only need to keep a favourite one, one black, one blue and one other colour. Decide</i></p>	<p><i>Any spares to give away? (I hope so! We are decluttering!!)</i></p> <p><i>Try your local school, library or pop a giveaway post on Facebook/freecycle, or send to school <a href="#">aid</a>.</i></p> <p><i><a href="https://www.school-aid.org/donate/books">https://www.school-aid.org/donate/books</a></i></p>	<p><i>If this was quick and easy and you want to carry on, go through pencils and felt tips etc too!</i></p>

		<p><i>the ONE place they are going to stay. Only one. The exception is keep one in your handbag.</i></p>		
4	Cutlery	<p><i>That's right! Go through your cutlery drawer! Just how many medicine spoons do you need? Calpol syringes? Fancy gadgets you never use? Chopsticks from takeaways?</i></p> <p><i>Only keep what you love! Mismatched sets? Bin the ones you don't use.</i></p> <p><i>Don't be afraid to really narrow it down, you'll find a neat cutlery drawer will have benefits every day, and you won't miss anything you</i></p>	<p><i>Take to charity (ideal for charities involved in setting up homes)</i></p> <p><i>Big knives you can hand in at police stations.</i></p>	

		<p><i>throw away. You will always adjust.</i></p>		
5	<p><i>Glasses (drinking)</i></p>	<p><i>Go into the back of those cupboards and get out all your dusty glasses, even the ones in boxes that say 'happy 18th/21st' on them!</i></p> <p><i>Go through them. If you only drink wine, why keep the whisky tumblers? Have you got random mismatched sets you don't even like but have accumulated? Only keep the ones you love! You don't need to keep things you don't love and will never use. 'Just in case' is NOT a reason to keep them, think of the space you could gain and use every day</i></p>	<p><i>Any you don't want - take them to charity! (Recent pub ones - take back to the pub!)</i></p>	

		<p><i>instead!</i></p> <p><i>You might think ‘but what if we have a party?’ You can buy paper cups, or I’m sure friends won’t mind drinking Prosecco out of mugs once in a blue moon! Those shot glasses, are they part of your youth? Are you a different person now? If you love them and they’re sentimental it’s ok to keep them, but get them displayed, not hidden away.</i></p> <p><i>Own up, who has a glass ‘acquired’ from a pub?</i></p>		
6	Tea Towels	<p><i>It’s an easy one today! Today I want you to get all your tea towels together and go through them!</i></p>	<p><i>Off to charity or the textile bin they go (keep a checked one for the nativity play</i></p>	<p><i>If you have more time, and wish to</i></p>

Sometimes we are tempted to keep the newest ones in a category, but they're not always better or most used. Don't keep things because they 'cost money' or are new. That's irrelevant. The money is spent never to return, and whether something still had the tag on doesn't matter either! I've been in houses where things have had tags on and never used for 25 years! So go through them! Which dry the best? Which do you WANT to keep, and which aren't you bothered about?

if you need to!!)

carry on,  
go  
through  
your  
towels  
too!



7	Cuddly Toys	<p>How many do YOU own? Are they hidden in the loft? In a box?</p> <p>Or is your bed covered?</p> <p>Look at them again with fresh eyes. Why do you keep them? Do they remind you of people or times? Do you love them in their own right? If not, it's ok to say goodbye. You won't forget people or experiences by removing the object.</p>	<p>Charity Dog rescue centres</p>	
8	Chargers and random wires!	<p>Go get them altogether, find out what they match up with.</p>	<p>If you find they're orphaned or no longer needed, take them to the tip!</p>	<p>Tidy the cables using toilet roll tubes as individual storage containers and write</p>

				<i>on the outside of the tube what is inside.</i>
<i>9</i>	<i>Hair accessories</i>	<p><i>There's always one random hair grip in the bottom of a drawer somewhere, but never one when you need it! If you have long hair bobbles always get in a tangle. Get them all together and throw away any that are threatening to break or too thin/fat for you to use. Any you don't love? Get them GONE!</i></p> <p><i>I use carabiner clips to keep bobbles together and organised. Just cheap ones off eBay do the trick.</i></p>		

		<i>Ikea do useful drawer dividers to separate hair stuff into categories too!</i>		
<i>10</i>	<i>Glasses (spectacles)</i>	<i>A very quick one today! Find all your glasses/spectacles!</i>	<i>Old ones can be donated to vision aid <a href="https://www.visionaidoverseas.org/.../where-can-i-recycle-my-...">https://www.visionaidoverseas.org/.../where-can-i-recycle-my-...</a></i>	<i>If you haven't got any glasses in your house, take 5 minutes and sort through your first aid kit. Do you have enough plasters? Are there a million bandages you'll never use? Have the</i>

				<p>antiseptic wipes gone out of date? Is everythin g together and easily accessible?</p>
11	Baubles	<p>That's right, Christmas tree decorations. I'm sure you've got some old ones, maybe from a different colour scheme or ones without the tops on so you can't hang them anymore. x</p>	<p>Bin it or send it to charity!</p>	<p>If you have time, go through the rest of your Christmas decoratio ns too.</p>
12	Candles	<p>Do you collect them but never burn them? Love the smell so get carried away and now have enough to survive Armageddon?</p>	<p>Now is the perfect time to regift or give to charity any that you'll never use!</p>	<p>Check torches - bulbs and batteries ok?</p>

		<p><i>Get them altogether first, the 'power of the pile' (when you see everything you have in that category) cannot be underestimated.</i></p>		
13	<p><i>Your freezer</i></p>	<p><i>Is there a rogue fish finger lurking? Is there food you bought that you've forgotten about? Can you make a menu out of what's in there before buying more freezer stuff? To make more room, Store bags of food upright if you can. Items in boxes can be taken out and just tear off the cooking instructions and bb date, or write on it with marker. You'll be amazed how much more you can fit in</i></p>		

		<p><i>ready for your next shop!</i></p>		
<p>74</p>	<p><i>Banking</i></p>	<p><i>Today is a different one! Today's challenge is to log on to internet banking, or go through your paper statements and see if there are any standing orders or direct debits you can declutter! Do you know what they all are? If you do, are you able to switch companies and get a better deal? Could swapping banks even be a possibility? (some will give you a welcome bonus). It shouldn't take you long just to scan through.</i></p>	<p><i>Check out Martin Lewis Money Saving Expert online.</i></p>	<p><i>If you have time that's when you can research cheaper options, and make switches.</i></p>

75	Check out your spice rack!	Check out the Best Before dates! They'll still be ok to use if out of date unless they say use by, but it's worth taking note of what you use most frequently and what never gets used! Do you have duplicates?	Bin	If you have time check that you've got Christmas dinner essentials like kitchen foil, stuffing and gravy mix!
16	Scarves	Are they all in one place? Easily accessible? Fold them upright so you can see them all, they take up less room that way x any you don't love? Now's the perfect time to ditch them. It's ok to give away presents from others, the gift was in	Charity or textile bank	

		<i>the giving, not the actual present itself</i>		
<i>17</i>	<i>Scissors and sellotape</i>	<i>How many pairs of scissors do you have? Get them all in one place along with half used rolls of sellotape.</i>  <i>Don't be tempted to have one in the kitchen drawer, one in the junk drawer, one in the kids bedroom, one with stationery!</i> <i>Just have ONE in ONE place (if used for general cutting, keep a pair of kitchen scissors in the kitchen if you use it exclusively for food).</i>  <i>Pick your favourite cutter! Don't buy anymore sellotape until it's all used up!</i>		



<p>18</p>	<p>Notepads</p>	<p>Do you have lots of different pads of paper? Memo blocks? Post it notes? Leftover pads of paper from when you used to have time to write letters? Do the kids have tons of them given as gifts? Get them altogether. Pick out your favourites and donate the rest.</p>	<p>I'm sure schools will be happy to take any leftover, or try nurseries, toddler groups and community groups.</p>	
<p>19</p>	<p>Cups/Mugs</p>	<p>Any chipped ones? Give yourself more cupboard space! If they're on the counter on a mug tree, consider clearing space and put them in a cupboard as you'll find a clear worktop is easier to clean and makes your kitchen look less cluttered</p>	<p>Repurpose as plant holders, or if you don't love them put them in the bin or smash and use as crock for the bottom of planters. Any decent ones can go to charity.</p>	

20	Video tapes, cassette tapes and CD's.	<p>Videos are old school now, so consider getting home movies converted into DVD. Cassette tapes and CD's, take a few moments to decide if you REALLY need the CD single you bought as a kid! Our tastes change so it's ok to declutter these if you won't listen to them again.</p> <p>Storage: Consider taking out of cases and putting in a folder of wallets - this can save masses of space.</p>	<p>Videos tapes: Can be given to old people's homes (check with them first!), or sadly binned (charities rarely take them now).</p> <p>CD's/DVD's can be sold (for pence) to Music Magpie, or Ziffit.</p>	
21	Nail Polish	<p>Declutter any duplicates, remove any that have gone hard, or that you bought as a novelty.</p>	<p>Charity if OK, or consider old peoples homes.</p> <p>If old - bin.</p>	<p>If you have extra time, sort through</p>

				<p><i>nail clippers, scissors and files too x</i></p>
22	<p><i>Cleaning products</i></p>	<p><i>Today's category to get together and go through is your cleaning supplies. That's right! All those cleaners under sinks, at the back of cupboards and hidden in garages too. As a general rule you need something to dust with, disinfectant, bleach, sanitiser spray, cream cleaner and washing up liquid. You can get away with much less! White vinegar and baking soda are a great combination for most cleaning jobs.</i></p>	<p><i>Put in the bin (do not pour down the sink or toilet as they may mix together).</i></p>	

		<p><i>Remember never to mix cleaners together. Declutter that cupboard today!</i></p>		
23	<i>Batteries</i>	<p><i>Testers can be picked up pretty cheap, if not get a kids toy and pop them in to see if they work. Have one place where they all go and make a note through out the next few weeks on what batteries you need a spare of. Don't forget to check smoke alarms and torches too!</i></p>	<p><i>Any duds can be taken to the bins that are available in most supermarkets or DIY centres.</i></p>	
24	<i>Contacts</i>	<p><i>Today's category to declutter is contacts in your phone. So often we re-download our contacts when changing phones automatically from the cloud and bring our past lives</i></p>		<p><i>Unsubscribing from email lists, email contacts.</i></p>

*and acquaintances with  
us.*

*Time for a clean up.*

*Put yourself first.*

*Be able to say no  
when you need to.*

*Don't keep people in  
your life if they don't  
deserve to be.*



# NEED MORE HELP?

Obviously this document was just a starting point, so if you need further support hop over to my facebook page, website or book a 1:1 session.

If you're not local to South Yorkshire you can complete one of my online courses or have 1:1 online consultations.

Don't hesitate to contact me to find how I can help you further.

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