

## Georgina's 5 Easy Steps to Conquering Your Clutter

### Visualize It!

What is your goal?  
What do you want?  
How does it feel?

Mark Victor Hansen says:  
"Visualize it ~ Realize it ~ Achieve it"



### Question It!

Does it suit me?  
Do I want to maintain it?  
Do I use it and/or love it?  
Do I really need it?  
Where will I keep it?



Yes

No



### Put It Away!

Assign it a home:  
Files  
Baskets  
Storage Containers  
Label it



### Purge It!

Give it away  
Garage sale  
Recycle it  
Trash it

### Result



### Maintain It!

Regularly evaluate it  
Treat it like sacred space  
Don't put it down, put it away  
It's easier to maintain something  
than it is to clean it up again

Result



### Freedom!

You will save money  
You will gain more time  
You will have more room  
You will be more productive  
You will have peace of mind