

SERIOUSLY ORGANIZED



Five steps to the clutter-free,
organized home of your dreams

Let's Get Decluttered!

SERIOUSLY ORGANIZED BY THE CARLA PROJECT



Hey Guys!

My name is Carla and I'm addicted to decluttering.

Ok maybe not full blown addict but I have a serious obsession with creating and maintaining a clutter free and organized home.

Maybe because I live in a small space in L.A. or maybe because I grew up in a home stuffed to the brim with way too much stuff.

Either way, I function best when I don't have TOO MANY THINGS.

So I've put together this guide to share 5 steps to curating your version of an uncluttered and organized space.

This isn't about having white walls and only one towel. It's about a beautiful home filled with only the things you love and need.

Why Declutter?

Maybe you're wondering why in the world you should **dedicate an entire weekend to decluttering** your messy kitchen, disorganized home office or that jam packed garage.

The first thing that comes to mind is **too much stuff makes us feel weighed down, heavy and overwhelmed.**

Especially if you're a highly sensitive person.

When we get rid of the things that no longer serve us (those things we don't love, need or use) we literally and figuratively create space.

Space to relax. to pause, to breathe, to live *without* all the things weighing us down.

You'll quickly see how letting go of things allows you the space to expand more into who you really are.

Yes. Decluttering can do ALL that for you... and more.

Also...decluttering isn't something you do once in your lifetime and voila... you're done forever.

It's like dyeing your hair. You gotta go back to the salon every couple of months to touch up your roots.

It's the same thing with decluttering so start to think of this as a practice and a way of life. ***When in doubt...toss it out!***

Happy decluttering. Let's get started!



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STEP ONE

START WITH ONE ROOM

STARTING SMALL AND FINISHING STRONG



Step 1 – Start With One Room

YAY! It's time to begin PROJECT DECLUTTER! Your very first step in creating your dream home. I'm so excited for you!!!

First things first is to **pick ONE room in your home to start with.** I always start with the smallest room first.

And if you are super overwhelmed, then you can start even smaller and pick one drawer, shelf or corner of the smallest room in your house. **Challenge yourself to do one room (or corner) a day for 30 days and watch your house transform.**

I started with the bathroom when I made the decision to start decluttering my home. **It is a super tiny space and I had too much stuff** and not enough storage. If you need inspiration, you can watch my bathroom declutter video [here](#).

Remember...the only things you need to begin are bags and/or boxes for the different piles (will discuss more in step 4).

If you have your room decided then let's move in to the next step.

TIP: Have giant trash bags and boxes for the things you will be getting rid of.

THE ROOMS OF A HOUSE



Pick One Room & Begin

Kitchen

Bathroom

Living Room

Den

Bedroom

Office

Dining Room

Entryway

Pantry

Closet

Storage or Linen Closet

Patio

Garage

2

STEP TWO

TAKE EVERYTHING OUT

GIVING YOUR SPACE A FRESH START

Step 2 - Take Everything Out

This is where the real work begins.

You need to go into that room you chose in step one and **get every single item out into the open.**

Find a clear surface in another room, like a large table or even your bed.

And **start taking items out** of their drawers, cupboards, shelves, boxes, countertops.

It's definitely going to look worse before it gets better.

You'll know you're done when every single item can be seen by you. Don't leave anything behind. If you are doing a large room like a garage then maybe start small and work on one shelving unit.

The process for decluttering is the same whether you are doing a shelf, a room or an entire house. **Don't tackle more than you can do in a weekend** otherwise you will get overwhelmed and give up. When in doubt start small!



TIP: Start decluttering early in the A.M. so you have the energy and motivation to get the job done...cuz decluttering takes WORK!



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STEP THREE

TRASH. KEEP. DONATE.

MAKING SMART DECISIONS

Step 3 – Trash. Keep. Donate.



OK let's talk options and categories.

As you start decluttering **you will need to make decisions.** Lots and lots of decisions.

To help you with decision making we have two guidelines.

Options and categories.

FIRST: YOUR OPTIONS

Every item in front of you has to go in one of three piles (trash, donate, keep) and your work is to decide where each item goes.

If you don't love it, need it or use it... GET RID OF IT.

This is decluttering and you need to be RUTHLESS.

TIP: Give yourself 48 hours to get things out of your house. Don't fall into the trap of saving things to give to friends. Drop them off at their house or go to goodwill. But no matter what, get the trash and donate items OUT!

Step 3 - Trash. Keep. Donate.



SECOND: YOUR CATEGORIES

Categories are how you start to organize the things you're keeping.

As you sort through items, some will end up in the trash some will be given away and those **things you absolutely love and need will be staying in your house.**

Nothing else will be staying so say good bye.

Those items you're keeping need to be grouped together into categories. So in the bathroom example you would start a category for hair products, one for skincare, one for medicine, etc. You can create little piles on another table or you can even separate items into clear gallon Ziploc baggies

TIP: Don't skip this step. Categories are going to help your home stay organized and clutter-free. See the next page for questions to ask when you can't decide what is worth keeping.

Four Questions to Ask When Unsure

1

Does this align with the vision for my home?

2

Have I used this item in the last 6 months?

3

Is it chipped, stained, torn, broken? (If yes, it goes!)

4

Do I regret buying this? (If yes, it goes too!)

4

STEP FOUR

ONLY ONE ITEM AT A TIME

KEEPING THINGS SIMPLE

Step 4 – Only One Item At A Time

Here it is. The GOLDEN RULE of decluttering.

If you **do this ONE thing**, you will be successful.

Handle only one single item at a time.

That's it!

Sounds simple but when you are standing in front of a giant pile and feeling like you don't know where to start, it's easy to forget this simple rule.



It will all be worth it!

And before you move on to the next item. You have to make a decision on the ONE SINGLE ITEM in your hand.

If you are holding a bobby pin and keeping it then you start a bobby pins or hair clips pile.

It doesn't matter how big or small the item is the point is that you **MUST *make a decision on every single item*** in your hand before you move on to the next one.



TIP: You will get overwhelmed and indecisive during this process. Always go back to picking up just one item and making a decision.

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STEP FIVE

GIVE EVERYTHING A HOME

THE MAGIC OF STAYING ORGANIZED

Step 5- Give Everything A Home

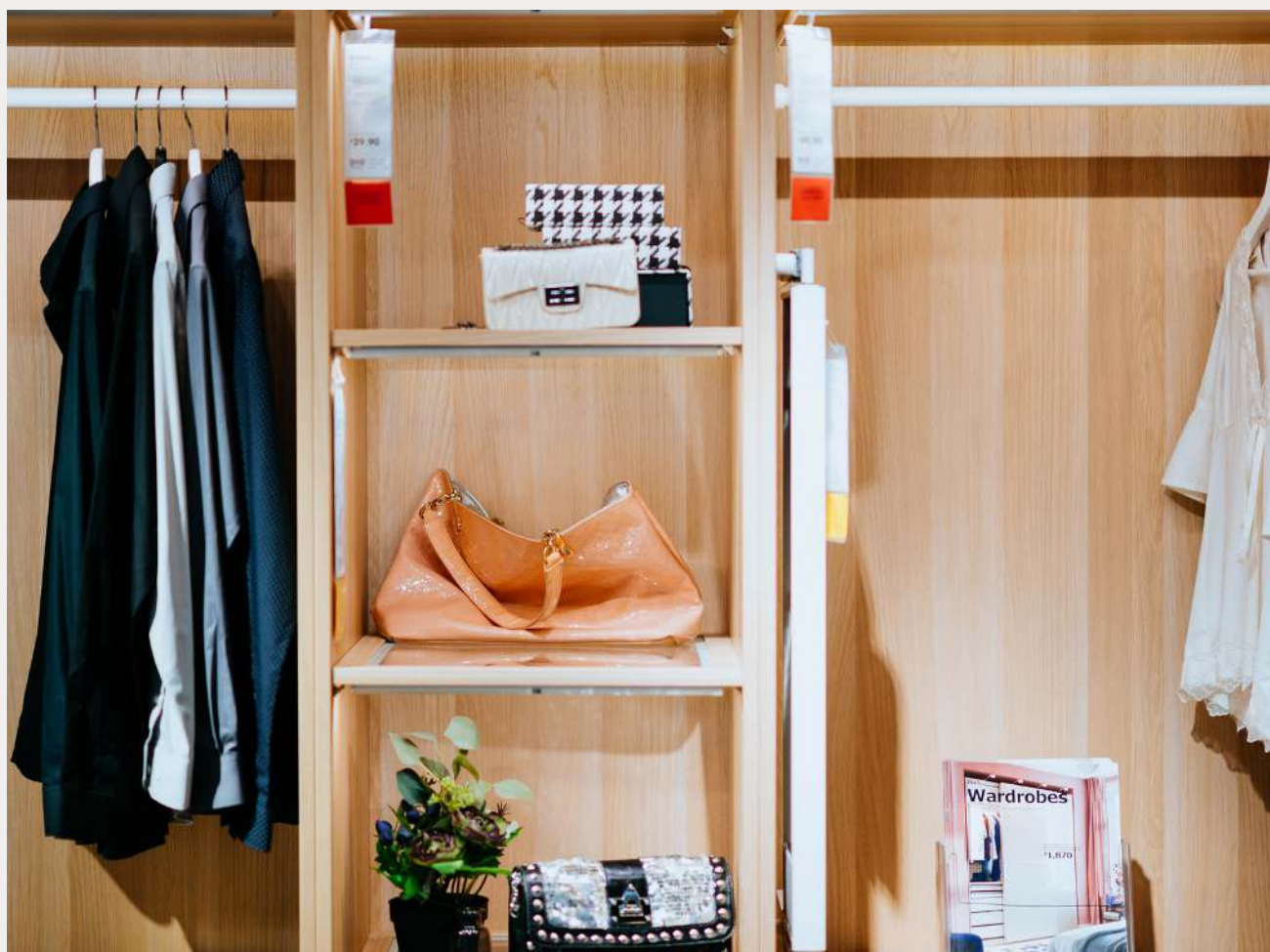
This final step is the key to maintaining a home that is **streamlined, functional and never messy.**

Okay maybe things will still get messy but if you had to, you could clean up your space in 5-15 minutes easy.

Now that you've gotten rid of everything you don't love, use or need and moved it out of your space, it's time to assess.

Looking at the categories you've curated you'll need to ask yourself this question.

Do all of these items have a home?



Step 5- Give Everything A Home

If not, make a list of what type of organizational tools you will need. to house these items.

Every item needs a home. No matter how big or small.

This is the best place to find organizational tools. Better than The Container Store or even Target in my opinion. You can find any kind of box, tray, bowl or organization unit you can think of.

Don't forget to shop your home and see what kind of things you can use to corral your items.

Things I don't want in sight I like to keep in a simple box with a lid and things I want on display I love to use acrylic organizers or decorative bowls.

Buy whatever tools you need asap and put every item in its new home.





PROJECT DECLUTTER COMPLETE!

CONGRATULATIONS!! YOU DID IT!

Decluttering even one room in your home makes a HUGE difference. There's a reason you feel so amazing after.

It's because our homes are an extension of our energy. Mental, emotional, and physical. This is why we need to continuously release the old to progress and make space for the new.

Get rid of old things that are no longer aligned with who you are now and who you are becoming.

Old things carry old stagnant energy. **Broken things carry broken energy.** Release them all and watch the newness that begins to flow into your life.

And...keep decluttering!

Love, The Carla Project xx



Organization Tools

CHECKLIST

CATEGORY:

CATEGORY:

CATEGORY:

CATEGORY:

MISCELLANEOUS TASKS + TO DO'S

NOTES