

Mini-Clutter Clinics: 10/10 Ten Spaces, Ten Minutes

Use the **C - O - R +** method with these small spaces

1. Purse/Briefcase/Backpack

Dump the contents from your daily bag. Only add the items you use back in. Let go of the rest. If you choose a day each week this 10-minute task will be a way to change a habit and behavior.

2. Bathroom

Let go of old cosmetics ([see this for expiry guidelines](#)), expired prescriptions, and OTC meds ([here's how to dispose of them](#)). Take an assessment through each drawer and cabinet. Donate to a local homeless shelter if there are unopened items (toothpaste, shampoo, soap) or similar items that you know you will never use.

3. Hall Closet or Storage Area

I've never seen the inside of your hall closet, but I can guarantee there are things in there you don't need, don't want, and don't even remember you have or don't know how they got there.

4. Pantry

If there are other things you never use, let them go and make space. Donate unexpired, unopened items to your local food bank. Create a master list of what goes where on what shelf, create something to match the theme of your kitchen, drop it in a Dollar Store frame, and hang it so everyone knows how to keep the pantry tidy.

5. Nightstand

Make the space near where you sleep peaceful and straightforward. Having a battery-operated clock next to the bed is nice to have in case of power outages. Have water, and a notebook with a pen/pencil to make those last-minute thoughts before dreamland.

6. Outdoor space

Tackle balconies, porches, front yards, and backyards. Even outside clutter is clutter. If your home is on the market or will be in the near future, curb appeal makes that first impression.

7. Car

From the glove box to the trunk, do a deep dig of your car. You'll probably eliminate that annoying rattling noise or solve the mystery smell in the process too.

8. Inbox

If your inbox has become a 2-year to-do list, start deleting it for 10 minutes at a time. If it's a lost cause, consider email bankruptcy (select.all.delete.). If you don't remember what emails you were saving and why . . . let them go!

9. Thoughts

What's swirling around up there? Write down 10 things on your mind, weighing you down, and preventing you from thinking clearly. The simple process of moving your worries from the brain to the paper will help you figure out the next step.

10. Office

Are there things on your desk, in drawers, or hiding in a filing cabinet that you can easily let go of? Let go of the things in your office that don't contribute to your purposeful, effective work style.

Now that you've let procrastination know that motivation and transformation have taken over, consider other decluttering challenges and resources to continue the momentum of moving forward to a simpler lifestyle.