



Steps to Decluttering by MsKathyKenny

Decluttering is hard so here is a guide to doing it little by little. You can use this as a guide and simply tick off the sections that you are done with. You can also reprint this so that 2x a year, you can use this as a guide to keep you on track.

Remember, having a space filled only with things that you love is better than a mountain of unwanted stuff.

- MsKathyKenny

What is your reason for decluttering? Look back at your answer whenever you hit a roadblock.

Section: CLOTHING

☐ Bags - This should include your backpacks, wallets, purse, night bag, and gym bag. This should also include all the paper bags and ecobags as well as drawstring bags you have.

☐ Undergarments - This would be your undies, bra, corsets, socks, briefs, boxers, and camisole. If it's uncomfortable, worn out, bacon form, or just really old, it's time to let it go.

PRO-TIP: It is recommended that you change your set of underwear every 6 months to 1 year.

☐ Shoes - Anything that hurts your feet, is uncomfortable, still causes blisters, not your style, or worn out needs to go.

 Clothes - You can have three categories. Yes, no, maybe. The no needs to be donated. The maybe pile has a lifeline of 6 months and if you still don't use anything, it's time to let it go.

PRO-TIP: Try creating a capsule wardrobe where the YES pile can all be mixed and match. It will cause you less headache and less time in planning your outfits.

Section: ACCESSORIES

 Fancy Jewelry - these are everyday items that you use to spruce up your look. Anything broken, rusty, or missing a part needs to go. Anything that is not your style needs to go.

 Skin Care - anything expired needs to go. Anything that does not make your skin look or feel better needs to go. If it's sticky, irritating, or does not make you feel good needs to go.

 Make Up - anything over two years needs to go since this is the lifespan of most make up. This also includes makeup brushes, makeup cleaners, and anything that is considered makeup.

 Perfume and polish - Anything that has evaporated, watered down, or you don't really use, let it go.

 Hair stuff - Worn out hair ties, hair clips, hair accessories, and bobby pins, they need to go.

Section: STATIONARY and OFFICE SUPPLIES

 Notebooks - Anything that is not being used, donate to a public school. You can use your phone for apps on note taking. If you love using notebooks, keep 10 at most and donate the rest.

 Textbooks - If you don't have anyone going to the same school, let it go. Anything can be found on the net.

 CDs / DVDs / Books - Keep the ones you TRULY love but let go of the rest. As for the CDs and DVDs, when was the last time you watched it on a player? If you don't regularly watch on a CD or DVD player, let it go.

PRO-TIP: You can list down all the titles that you have if it's part of a collection and start a digital version.

 Magazines / Manuals - Get rid of all booklets, manuals, magazines, and even newspapers.

 Electronic Items - Any unused cables and broken electronic items.

PRO-TIP: Recycle responsibly. Don't just dump these in the trash.

 Stationary supplies - Put the ones you want to keep in a box. Donate the rest. Get rid of dried pens and markers as well as glue that have sealed shut.

 Paper - The ones that are used needs to be put together in a spot that can be easily accessed and seen. Digitized the rest including receipts, bills, and documents. If you can't, get an expanding file folder to sort everything in one place.

Section: HOUSEHOLD ITEMS

 Furniture - We all have that furniture that doesn't serve a purpose. Let it go.

 Drawer of Shame - This is the one drawer at home that gets filled with a lot of junk. Go through it, sort what will be kept, and throw away the rest.

 Linens / Towels - If it has a hole on it, stained, or worn out, let it go.

 Cleaning products - Instead of buying a new one or using one filled with toxin, use a more natural cleaning product. Cheaper and better for the kids as well as your lungs.

PRO-TIP: There are a lot of YouTube channels that teaches how to make your own cleaning product and the ingredients are not expensive nor hard to find.

Section: KITCHEN ITEMS

 Pantry / Cabinets - Go through everything and anything expired has to go. Put the ones about to expire this year at the front so you use it first. Let go of anything that you will not be using. Give it to anyone who needs it.

PRO-TIP: Unless you have regular parties, you don't need a ton of plates, bowls, and the like. Keep what you need according to the number of family members and then add 4 more for each so when you have visitors, there's some extra. You don't need more than that.

 Fridge / Freezer - Get rid of anything rotting, expired, or stuff you don't enjoy eating. Anything about to go bad needs to be used asap and then sort things so it's easy to access things.

Section: SENTIMENTAL ITEMS

 Photos - Put the ones you want to keep in a shoe box if its a hard copy. The rest needs to go.

 Decorations - Broken, old, or missing a part decors need to go. The ones that are no longer to your liking needs to go as well.

 Hobby Related Materials - Keep only the ones you will be using. If you are not sure, donate it. Chances are, you will never use it and it will just take up space.

Section: DIGITAL LIFE



Stored Media - It can be on your phone, laptop, or hard drive. Clean out clutter. Blurry photos, files you no longer need, videos that were saved but no longer served a purpose. Clean up space to make space for better media.



Email - It can be stressful to see 1000+ emails in your inbox. For your personal mail, cut it down to 100 emails and then manage it daily.



Subscriptions - If you are no longer a fan of a subscription, don't just delete the email. UNSUBSCRIBE so you no longer have to hear from them or be tempted with emails promising of SALE.



Social Media - You should be able to browse through your social media and not be stressed by posts made by someone you follow. Hit the UNFOLLOW button on things that make you feel agitated or irritated. They are just unnecessary clutter.

PRO-TIP: It's okay to UNFOLLOW someone if they just bring negativity to your feed. You owe it more to yourself to have peace and happiness than to take care of someone's ego and disrupt your good vibes.



Apps - You don't need to have all the apps that are recommended by people. Trim down your apps to ones that you use daily. Get rid of those you rarely use or don't even need.

Feel free to edit this list as you go on your decluttering journey. Remember that you need to cater this to your own lifestyle and that this document is simply a guide.

Happy living with less!

- MsKathyKenny