

The Clear Your Clutter Challenge: Week 3 Transform your Spaces: Transform Your Life!

Week 3! *Necessary Rooms:*

Necessary to keep CLEAN and working Perfectly!

According to Feng Shui, these 'necessary' rooms (not just bathrooms) are most directly connected to our ability to stay healthy and keep our wealth flowing to us! Let's get started!

You are Amazing! Now, just decide to stay with it and the results will be fabulous.

This may be the most difficult week to stay on track, especially if the weather is nice.

Keep going...you are doing an amazing job. Give yourself credit, take a breath, keep your head down and move forward: we are on the upswing now!

Clutter Free Living~ Good Habit Building:

It has been said that it takes 21 to 40 days to instill a new habit. I believe that it takes as long you want it to take.

The greatest power we humans have in the Universe is **Decision**. When you decide that you are going to do something, the rest is just details.

Decide to stay organized and the forces of the Universe line up to help you.

Here's one way to make your day about the things that are important to you.

To Begin:

1. Sit down for 15 minutes and write down everything you do on a typical day.
2. On another sheet of paper, write down all the roles you play. Mum or Dad, Boss/Employee, Home-maker/manager, Artist, Student/self-Cultivation, etc.
3. Imagine what you will be thinking and feeling with your last few breaths on Earth. What will you be reflecting on? How will you have positively impacted those areas of your life? What will you be saying: "I always wanted to..." about?
4. Let's look again at the roles list.

What can you do on a daily basis to make those roles fulfilling? Spend 15 minutes more reading with the kids? Learn to bake a soufflé? Learn to speak French? Become the top-producer in your field? Write that book that people are needing to hear from you?

5. Look again at your typical day. By clearing your clutter from your spaces, from your mental processes and your social calendar, you will have opened up close to 40% more time. What are you going to do with that time?

Here's the Daily Habit:

Take between 5 and 15 minutes each morning to plan your day. Write in columns your roles and then under the appropriate column, write down all the things you need or want to do.

Then choose the 3 top most important things that will give you the greatest boost ahead or give you the deepest satisfaction.

Slot in your schedule times to do those just as you would schedule an

Giggle: If you have seen "The Grinch" with Jim Carrey, you'll get a kick out of this one (paraphrased)

"3-4:00 Jazzercise
4-4:30 Stare into the Abyss
4:30-5 Dinner with myself
(can't cancel that again)
5-5:30 Solve World Hunger...tell no one..
'I am totally booked!'"

appointment.

Schedule time for the things that are important to you. Date night with your significant other, cooking classes with your kids, etc.

Give yourself time limits to do those other things. We are establishing boundaries and Work will expand to fill the time allotted. If you have to make a few phone calls, make the toughest one first, allot a number of minutes for it and move on. Make your next phone call.

When you place your life as your first priority, you won't be diddled down the path of someone else's meandering conversation about the same old stuff.

Give yourself permission to say, "I would love to talk, but I need to go right now, do you want to schedule lunch for sometime?"

By giving yourself boundaries, you will be opening the space for all those things you want to do, and with your last few breaths, you'll be saying, "What a ride! I had a GREAT life!"

This Week You'll Need:

- **Trust, Courage, Resolve and Decision power!** Trust yourself to make good decisions, have courage to not look back. Resolve to keep going and to make those decisions. "Just Do It!"
- **15 minutes a day** for the challenge items.
- **10 'stolen' minutes a day** to stay ahead of clutter.
- **Your self-coaching and 'switch' phrases:**

*Here's a **Self-Coaching** tip:* Narrate what you are doing. It will help to keep your mind on the task you are performing. (i.e., "I am clearing the clutter," "I am organizing this shelf in my laundry...", etc.) It really helps!

*Here are a few positive thoughts (**switch phrases**) to keep you motivated in the moments when your brain is playing sad, sorry old tapes. You may even try putting these on sticky-notes and place them around your house:*

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"With everything I release, I open myself for *More* joy, happiness and abundance."

"How can I get even more goodness (money, love, etc.) to flow effortlessly into my day?"

"My mind is at peace. I am safe and I deserve to feel happy."

- **A trash bag/bin/box**
- **If you decide to tackle a larger project:**
 - Labels, sharpie or a Label Machine
 - Three bins or laundry baskets
Label these:
Donate, Discard, Decide Later

To Get Started This Week:

Necessary Rooms:

Necessary to keep CLEAN and working Perfectly!

According to Feng Shui, these 'necessary' rooms (not just bathrooms) are most directly connected to our ability to stay healthy and keep our wealth flowing to us! Let's get started!

Many of us don't realize that it's vitally important to have all these necessary rooms cleaned and clutter free. Feng Shui looks at your home as reflective of your life and also as impacting your health and your body. The necessary places: bathrooms, utility rooms, laundry rooms, garages impact your ability to stay healthy. Just as we need a clear and flowing lymph system, a clean and well-working colon, our homes need the same. The first step to a well-working health system is to make sure that you are able to eliminate the toxins (clutter) and then rejuvenate...the same with your home.

Tip: Accelerate your progress!
I recommend using a Professional Organizer.

It is worth your time and the money. In a span of 2 hours you will get so many good tips, get a major plan and get a system for getting and staying organized.

In Pittsburgh, I have worked with Jodi Eisner. Jodi can help you, or connect you to someone who will do exactly what you need! Jodi can be reached at 412-367-9225 or web address:
www.Method2theMadness.com

Here's a link for places to donate the items that you no longer need.

Where:

[Top 10 places in Pittsburgh to Donate Items](#)

Or check this link to find a place in your local area:

<http://pittsburgh.about.com/od/charity/tp/donate.htm>

Day 1: Laundry Room ~ You can't get a window clean with a dirty rag and your clothes won't be as clean as they can be from a dirty laundry room. So let's take a few minutes to begin to clear up this very important area.

1. Eliminate misfit items...If there are items that are just waiting for attention (socks to be matched, buttons or zippers to be sewn, laundry that just can't get done) start making decisions. Take it to where you watch TV and mend or match it this week. If you don't do it this week then move it out of your house because you just won't do it. Can someone else use it? Move it on. If not, discard it.
2. Clear out the bottles and excess stuff that you don't use. If there are cleaning products here that you haven't used in a long time, discard them. The bottles you are currently using and 1 back-up is plenty.
3. Washer & Dryer: Wipe the top and the outside of the washer and dryer; clean the fabric softener reservoir, and of course, the lint filter. Consider cleaning the air vent...your dryer will work better if the air can flow through your clothes.

Feng Shui TIP: Remember those unmatched socks? What you see creates your reality and pairs of things help you create the space for relating to another and bringing in that wonderful romance; Yes, even your pairs of perfectly matched socks!

This is from my sister, Amy:

[Donate your items to](#)
[Animals needing safe haven:](#)

The wish list for the Animal Rescue League

<http://www.animalrescue.org/giving/wishlist.htm>

Thanks Amy!

Day 2: Linen Closet/Storage The items we use to clean ourselves and to sleep on affect our bodies directly.

1. Are your towels, wash cloths and linens beautiful? If not, discard the ones that aren't, cut them into smaller pieces to use as cleaning rags.
2. Keep only 2 sets of sheets per bed and 2 sets of towels per bathroom. In this area, less is more. You can donate the excess to the local homeless shelter, as long as they are cleaned and in good shape, or to an animal shelter...otherwise discard them. Place them in a bag in your staging area for moving them on.
3. Remove everything from the shelves, wipe them with orange cleaner (or scent you love) and replace neatly only those things you love.

This step may take a few more minutes, but go for it if you can:

4. What other items are in your linen storage area that you don't use? Place personal items (hot water bottle, flashlight, cotton balls, etc.) grouped in baskets that are pretty. Place these on a shelf so that you can access everything easily.

Find out about **How to:**
Donate Clothing, Furniture and Household Items
to Women's Shelter of Pittsburgh

<http://www.wcspittsburgh.org/47.php>

Day 3: Book Shelves ~ Some people recommend that you have all your books in one space. I recommend that you have your system that works for you. Do have the bulk of your books in one place, but the books you use in the kitchen (cookbooks and perhaps address books) should be there, the books you use in the study (reference books, school books) should be there, etc.

Feng Shui tells us that the placement is important, but only secondary to the efficiency: only stuff you love or use. Move the rest on. Do both of these or deal with one shelf today that will make the most impact on your ability to be effective in your own life.

1. **Kitchen:** What books are in your kitchen? Which cookbooks have you used this year? If you have those that you haven't used but want to keep, move them to a place where you are going to keep all your books. If you won't use them, they are outdated, or just beat-up beyond recognition (unless you LOVE them), ship them out of the house.
2. Where is your "**Command Central**"? If you have a home office, feng shui sees this as a double-whammy (not a technical term) influence on your finances. It is imperative that this is organized and neat. Let's start with one shelf today and get the momentum going.
3. **Magazines:** we LOVE our magazines, but they are meant to be timely not timeless. If you have some that you love and refer to often, get some magazine boxes and organize them. If there are clips in some that you want, tear that out and put it in a binder marked "my idea file," "for creation board," etc. Clear out the stacks and piles from every room. Bring them with you to the ["Creation Board" Workshop](#) and get them to work FOR you!

Day 4: Utility Room This is the area where your furnace and water heater are located. It's important that these are clean, clear of clutter surrounding them and working perfectly. This relates to your health as well, but mostly to your connection to the Life Force.

1. Remove all clutter from around these machines. They need space to operate properly. Vacuum or mop here. Wipe down the outside to remove cobwebs (what is a cob?) and to let you know if there are any significant issues to deal with.

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2. Look for rust, leaks or water marks. This is an indication of something not working perfectly and this is a very negative drain on you. If you need to, call a plumber.
3. Check to see that the filter on your Air Conditioner and Furnace is clean. If you have a de-humidifier, make sure that the hose is not encrusted with rust or sludge. Keeping these items clean and working perfectly is a vital step in good Feng Shui.

Day 5: Photos and Artwork As with everything else: this creates your reality. Too many photos or too few representations of what is important to you is not good Feng Shui.

1. Remove all artwork with negative connotation. Really look at the subject of the artwork. Describe it using adjectives of color, feeling, your relationship to it. If it's not positive, happy and uplifting, get rid of it.
2. Do the photos in your home include you? Make sure you hand the camera to someone to take photos that include you in your family's life.
3. Photos in your bedrooms: In a romantic bedroom, limit the photos of friends and relatives. This will allow you to be more private and intimate with your significant other/spouse. In your child's room, make sure there are photos of family, parents especially and include the child. Come to a workshop to discover the best place to put photos of parents and friends in your rooms or in your home.

Check out the
[Hard-To-Recycle Resource for Pittsburgh.](http://www.prc.org/community_collections.html)
http://www.prc.org/community_collections.html

Check for the next local Hard-to-recycle day

Call Ginette at (412) 488-7490 ext. 243 or email her at:
ginettew@ccicenter.org

Day 6: Garage

- If this is your daily entrance, the state of the garage sets the tone for what you experience in your home. Make it beautiful and welcoming. Depending on where this area is located according to the Feng Shui Ba Gua, that aspect of your life will be greatly influenced. There are other Feng Shui considerations, but the first of these is: Clear the Clutter!
- This may be a multi-Weekend job; don't be daunted...just start. If this looks like it's a bigger job than you can do yourself, enlist some friends, turn on the tunes, and order after-clearing pizzas. Make a "For Sale" pile and you may sell some stuff to passers-by who might need what you don't! You'll be glad you did.
- If you can, I recommend taking everything out, sorting and discarding what you don't use. Then deciding exactly what you are able to put back.
- Depending on how big your garage is, how many cars or how much lawn equipment you use/store, there will be decisions you need to make. Can the equipment be stored somewhere else? Do you use all the tools? Can they be organized and housed behind closed doors?
- Paint? You need to be very careful how you dispose of paint. If not useable, you need to take it to a paint recycling center, call The Pennsylvania Resources Council ask for Ginette at (412) 488-7490 ext. 243. If it is a useable quantity of good paint, try [Construction Junction](#), or call Habitat for Humanity in East Liverpool, OH. They'll gladly take it and use it on the homes they are building or re-sell it to raise funds.
- Regardless of the 'stuff', it's important that you can get into and out of your car, your garage, on your bikes, or whatever, easily and effortlessly, and that it looks beautiful and welcoming!

Feng Shui TIP: If you don't use your front door daily, it is equivalent to covering your mouth and trying to live your fullest. Your front door is known as the Mouth of Ch'i...if you are not using it daily, you are not getting your full breath of fresh air and opportunity.

Open it daily, welcome the new, and use it often! The Life Force doesn't listen to 'Reason' or excuses. Have you tried to have a conversation with a storm lately? It's an advanced move.

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Day 7: Finish your garage and then REST! You might even take a look around at all you accomplished. Get out the BEFORE photos and gloat!

This evening, plan your week, and get ramped up for MORE life affirming clearing next week!

Look at your schedule and decide when you are going to make arrangement to get rid of the stuff. Slate some time early this coming week to make phone calls, schedule pick-ups or have a neighborhood garage sale! You are on it!

Be proud of yourself. I am proud of you. You have earned it!

Email me (or call me!) with ANY questions, comments or concerns!
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All my best,

Fawn