

General Hints and Tips:

Log basket for quick tidy up: whenever you want a quick tidy up in a room deposit belongings/items in a basket placed centrally to the house. Family members can be directed to the basket to retrieve their own possessions if they can't find them. Once a week the basket can be sorted out and items put away.

Basket/bag sweep: once a week move through the house gathering all manner of objects that have found their way from their 'home' – return them to their proper place as you pass through the room. Advantages – you get also get a bit of exercise! You can make it into a game with the children/spouse – each one has a bag to gather their own stuff and first one to collect all their gear and put it away wins – this may even encourage them to not leave out so much stuff in subsequent weeks as it will increase their chances of a win!

Exit box: keep a box in which you put items that you plan to get rid of eg give to a charity shop or sell at a car boot. This may include finished books, unwanted gifts, household items that are no longer needed, out grown or unwanted clothes. As soon as it is full – take to the charity shop or car boot.

Start simple: do the superficial stuff first – clear off the work surfaces or tables and wipe down, do the washing and drying up and put the things away, empty the bin, straighten sofa cushions etc. Repeat, but do more the 2nd time around – ie. open the cupboards, or take everything off a shelf and sort through.

Children: no, I'm not suggesting you recycle your children although it may be tempting at times perhaps... Instead encourage your children to sort through their own belongings. Encourage them to donate stuff to organisations that help children less privileged than themselves, or to sell unwanted toys on eBay or at a car boot sale if hard cash is a more attractive carrot. Make it fun by seeing who can tidy their room the quickest, or produce the largest amount of stuff to give away or sell (be cautious about allowing a child to give away a much loved toy whilst they are feeling bad about other children less well off than themselves).

Post: as soon as post has been opened separate old envelopes and unwanted paperwork from wanted paperwork. Recycle or throw away the unwanted paper immediately and place paperwork to be kept in a designated place or in-tray until you can file it all away or even better – file it straight away!

The tide theory: at the beach you can always see where the tide came up to as it leaves a tide line made up of random stuff that the waves deposited...sadly tides never seem to take away as much stuff as they deposit. Our houses are the same. Stuff flows into our homes but significantly less flows back out. Reverse this and you are more than halfway to keeping on top of things. 2 ideas:

Space Creators

Email: jennifer@space-creators.co.uk
website: space-creators.co.uk

Mobile: 07532 209565

- If 1 thing comes into the home get rid of 2 that are already in the home until you reach a point of equilibrium that you are happy with.
- If you crave a new widget or bling thing that's not absolutely necessary, first take a reality check to establish if you really want it. Write it on a list with the date you added it and leave it for 30 days – make a rule never to buy something unnecessary unless it's been on the list for 30 days...most often it is a passing whim. Your home and bank balance will both benefit.

15: this can be either 15 items or 15 minutes – you choose. For 15 items; equip yourself with a large plastic bag or basket and move around your house collecting up 15 items that shouldn't be where they are. Once gathered, either throw away or put away as appropriate. You can do this daily, weekly or monthly depending on the speed with which random items reappear around your home. Alternatively, for 15 minutes; set a timer and carry out a similar exercise, clearing and putting away items as you go. Do not exceed the time but make sure you make best use of the time working quickly and putting things away as you go – perhaps aim for one 15 minute stint a day focussing on a different room each day – you'll be amazed at how much difference it makes.