

Gain control of your time,  
stuff & space.

## 5 Things To Do Before You Declutter

### **Vision**

To be successful in simplifying, or even just organizing, a shift in thought is required. You must be aware of your own big picture or it won't take.

Once you have a picture in mind, you will have something to weigh your decisions against.

### **Awareness**

What is your stuff, and the way you do things, saying about you?

Live in the moment. Make conscious and purposeful decisions based on what is important to you. Regain control.

### **Learn to ask why**

Get rid of or find another way to deal with complicated and stressful things. Is it working?

Why do I do it that way? Do I use it? Do I need it? Do I love it?

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# More than Organized

Call 505-243-4356  
with questions or comments.

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## Decisions

Each unmade decision adds to the stress and soon we are overwhelmed  
Yes – No – Maybe

## Create routines

Have a place for everything and keep it there. Have methods for keeping it that way.

Think through all the steps of a process. What can you eliminate or change the order of to make it easier. What's next?"

Simplifying your life is a constant and ongoing editing process. Have a rotation plan.