



*Love*   
*Making Life Simple*

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### 12-step organizing program for personal well-being and peace

1. Identify 3 key issues affecting your ability to organize and stay that way
2. If behavioral - learn to surrender and let go behaviors that hold you back
  - a) commit daily to surrendering one behavioral pattern for one month
  - b) add incrementally
3. Identify where small changes can be made to the space to help you organize and stay that way
4. Make a commitment to organizing yourself and your space – begin a 30-day program committing to making personal and organizational changes each day. Make it a mantra, a prayer, a meditation – whatever you do, make it routine
5. “White-board” your commitment – post it where you have to see it and be reminded of your commitment

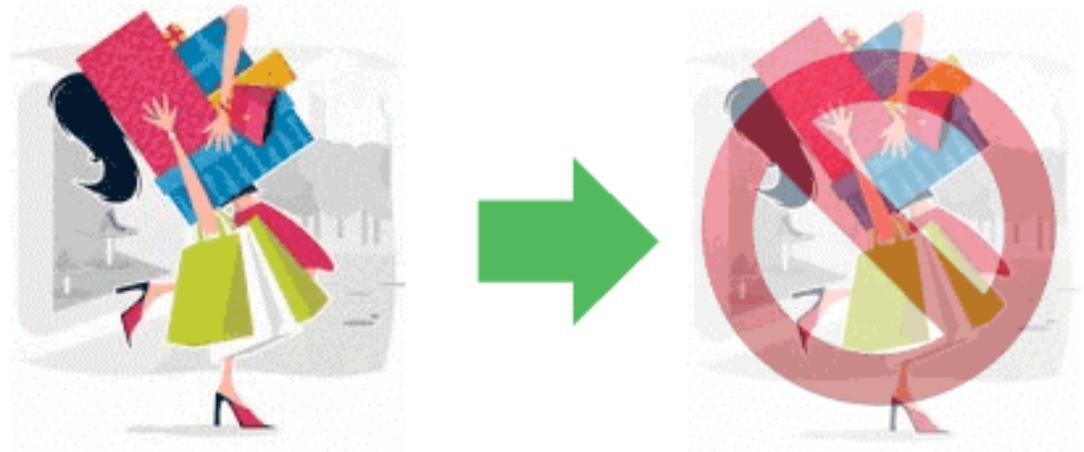
6. Commit to a minimum of 15-minutes a day. Commit to not adding any new clutter to what exists. **“When in doubt, throw it out”**.
7. Make friends with your new tools – trash can, scissors, paper shredder, scanner and cd’s, Goodwill and Salvation Army.
8. **A Place for Everything - Generate Storage Space When None Exists**  
If you have faced the problem of not having enough storage space, you know that everything can become a cluttered, disorganized mess. Storage space can be easily added through shelving, cabinet installation, drawers, storage units, bookcases and file cabinets

#### 9. **Everything in It's Place – EVERY DAY**

#### 10. **Manage Your Mail**

It's easy to let the mail pile up, but save yourself time in the long run and deal with incoming mail immediately. Sort your mail as soon as it arrives. Throw away junk mail, use organizers for mail that you handle once a week and mail you need to handle immediately.

#### 11. **Curb your appetite for buying more “stuff”**



Recreating the conditions for more clutter is counter-productive. Reward your efforts to purge by treating yourself to something that does not involve buying more “stuff” that can contribute to future clutter. For instance, take yourself to dinner or a movie.

#### 12. **Maintain an Organized Closet, Garage and Storage Area**

Make donations to Goodwill and Salvation Army, regularly if

necessary. Libraries and some schools may take donations of books, old computers, etc.