

## 10 Simple Tools to Conquer Your Clutter

According to Karen Kingston, author of *Clear Your Clutter with Feng Shui*, any time is a good time to clear clutter. She recommends doing it at least once a year, but if you really want your life to work well, keep it under constant review.

Also, before you start, if you'd like to make the process as easy as possible for yourself, create a plan - either visual or even just a list - of how you'd like each finished space to look and function. This is [something Rebecca Mezzino of Clear Space taught me](#) when she helped me to de-clutter my office. I found this one tip made the whole job much less overwhelming and it helped me focus on just one area at a time when I got started.

Once you have some idea of how much clutter you are intending to clear, here are 10 simple tools (boxes actually) Karen Kingston suggests can help you decide what to do with your 'stuff':

1. **A Rubbish Box:** For junk destined for the rubbish bin.
2. **A Repairs Box:** For items needing to be repaired, altered, renovated, etc. Only put things you're sure you want and need in here and set yourself a time limit for getting them repaired.
3. **A Transit Box:** For things on their way to somewhere else in your home (another room, a space which has not yet been created for them because you need to clear the clutter there first!).
4. **A Recycling Box:** For anything to be recycled, sold, exchanged, given to someone else, etc. Release them back into the world so that someone else can use them. I keep one of these in each of my children's bedrooms.
5. **A Dilemma Box:** For things you're still in a bit of a dither about whether to keep or let go of.
6. **A Gift Box:** For things you have decided to give to friends or relatives.
7. **A Charity Box:** For things to be donated to charities, libraries, schools, hospitals, etc.
8. **A Returns Box:** For things to be given back to the people they belong to.
9. **A Selling/Exchange Box:** For things you can sell - for example, on eBay, at a garage sale, or exchange (helps if you have a receipt) for something you want.
10. **A Box for Each Type of Recycling:** You might like to have a different box for each category of stuff to be recycled - for example, bottles, paper, magazines or books.

For **some added motivation to clear your clutter** you can also read my [10 Reasons to Clear Clutter article here](#).

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