



LET'S CLEAR SOME CLUTTER

5 Day Home Refresh

✧ BY CLEAN MAMA ✧

Table of Contents

5 DAY HOME REFRESH

How to Get Started	3
Identify Your Clutter Spots	4
Clutter Spot #1	5
Clutter Spot #2	6
Clutter Spot #3	7
Clutter Spot #4	8
Clutter Spot #5	9

HELPFUL RESOURCES

50 Things You Can Toss or Donate Today	11
Clutter Spots Checklist	12
Weekly Clutter Calendar	13
To-Do Checklist	14
Keep + Toss Pages	15
Donate + Relocate Pages	16
You got this!	17

How *to* Get Started

If clutter equals stress, let's clear some clutter together, reduce our stress and some systems in place to keep the clutter away for good.

In just 5 days you'll find your biggest clutter spots in your home, clear the clutter, AND learn the system to keep it clear for good.



HERE'S WHAT YOU NEED TO DO:

- **PRINT IT OUT** - Print this workbook out, put it in a binder or on a clipboard and keep it handy.
- **TAKE A WALK** - Walk through your home and list all your clutter spots - take a peek at the sample page for ideas to get your started.
- **MAKE YOUR CHOICES** - Read through your Clutter Spots list and choose your 5 top spots - add a star next to each one. (You can come back to the other spots but we're concentrating on 5 Clutter Spots as we get started.)
- **DOCUMENT THE PROCESS** - Take BEFORE pictures of those 5 Clutter Spots.
- **KEEP, TOSS, DONATE, RELOCATE** - Set up your Keep, Toss, Donate, Relocate baskets.
- **MARK YOUR CALENDARS** - Get ready to start - mark your calendar for August 24-28!
- **JOIN THE COMMUNITY** - Join the private FB group!
<https://www.facebook.com/groups/764201050993834>

NOTES:

Once you have made your list, look over the list and put a star in the star column of 5 of your clutter spots. These are your TOP priority this week. You might get to the other items this week, but save this list for later!

NEED SOME INSPIRATION?

I've included a Clutter Spots sheet if you need help looking for clutter spots in your home, use that to get started!



Now that you've made your list, transfer your TOP 5 Clutter Spots to the next 5 pages - one on each page.

✂ CLUTTER SPOT #1 ✂

Write down your goal for this clutter spot here:

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THINGS TO REMEMBER:

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STEPS TO TAKE:



01. TIME - Set a timer. This can be for 10 minutes or 2 hours, you choose!



02. CLEAR OUT - Remove all the items from the clutter spot.



03. QUICK SORT - Do a Quick Sort - put each item in one of the 4 clutter categories (Keep, Toss, Donate, Relocate)



04. WIPE + PLACE - Make sure the area is wiped clean and put 'Keep' items back.



05. TAKE A LOOK - Assess the area and determine if there's anything you need to do to keep this space from cluttering up again. Write anything down that you need to remember and don't forget to take your AFTER pictures.

START TIME

END TIME

COMPLETED ON

OTHER TASKS / SAVE FOR LATER

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✂ CLUTTER SPOT #2 ✂

Write down your goal for this clutter spot here:

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THINGS TO REMEMBER:

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STEPS TO TAKE:



01. TIME - Set a timer. This can be for 10 minutes or 2 hours, you choose!



02. CLEAR OUT - Remove all the items from the clutter spot.



03. QUICK SORT - Do a Quick Sort - put each item in one of the 4 clutter categories (Keep, Toss, Donate, Relocate)



04. WIPE + PLACE - Make sure the area is wiped clean and put 'Keep' items back.



05. TAKE A LOOK - Assess the area and determine if there's anything you need to do to keep this space from cluttering up again. Write anything down that you need to remember and don't forget to take your AFTER pictures.

START TIME

END TIME

COMPLETED ON

OTHER TASKS / SAVE FOR LATER

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✦ CLUTTER SPOT #3 ✦

Write down your goal for this clutter spot here:

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THINGS TO REMEMBER:

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STEPS TO TAKE:



01. TIME - Set a timer. This can be for 10 minutes or 2 hours, you choose!



02. CLEAR OUT - Remove all the items from the clutter spot.



03. QUICK SORT - Do a Quick Sort - put each item in one of the 4 clutter categories (Keep, Toss, Donate, Relocate)



04. WIPE + PLACE - Make sure the area is wiped clean and put 'Keep' items back.



05. TAKE A LOOK - Assess the area and determine if there's anything you need to do to keep this space from cluttering up again. Write anything down that you need to remember and don't forget to take your AFTER pictures.

START TIME

END TIME

COMPLETED ON

OTHER TASKS / SAVE FOR LATER

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✂ CLUTTER SPOT #4 ✂

Write down your goal for this clutter spot here:

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THINGS TO REMEMBER:

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STEPS TO TAKE:



01. TIME - Set a timer. This can be for 10 minutes or 2 hours, you choose!



02. CLEAR OUT - Remove all the items from the clutter spot.



03. QUICK SORT - Do a Quick Sort - put each item in one of the 4 clutter categories (Keep, Toss, Donate, Relocate)



04. WIPE + PLACE - Make sure the area is wiped clean and put 'Keep' items back.



05. TAKE A LOOK - Assess the area and determine if there's anything you need to do to keep this space from cluttering up again. Write anything down that you need to remember and don't forget to take your AFTER pictures.

START TIME

END TIME

COMPLETED ON

OTHER TASKS / SAVE FOR LATER

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✂ CLUTTER SPOT #5 ✂

Write down your goal for this clutter spot here:

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THINGS TO REMEMBER:

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STEPS TO TAKE:



01. TIME - Set a timer. This can be for 10 minutes or 2 hours, you choose!



02. CLEAR OUT - Remove all the items from the clutter spot.



03. QUICK SORT - Do a Quick Sort - put each item in one of the 4 clutter categories (Keep, Toss, Donate, Relocate)



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05. TAKE A LOOK - Assess the area and determine if there's anything you need to do to keep this space from cluttering up again. Write anything down that you need to remember and don't forget to take your AFTER pictures.

START TIME

END TIME

COMPLETED ON

OTHER TASKS / SAVE FOR LATER

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Helpful Resources

✧ 5 DAY HOME REFRESH ✧

Use these helpful resources to tackle the task of clearing clutter in your home during these 5 days – or anytime!

LOOKING FOR MORE TIPS & TRICKS? VISIT [CLEANMAMA.COM!](https://www.cleanmama.com)

50 Things You Can Toss *or* Donate Today

old magazines	old paint + stain
CD cases	expired coupons + gift certificates
unused electronics	costume jewelry
duplicate photos	holiday decorations no longer used
old negatives + film cartridges	unused hangers
charger/chargers that don't have a device	unused pots + pans
cords that you don't know where they go	unused or duplicate small appliances
books you haven't opened in over a year	kitchen glassware that isn't being used
old makeup	kitchen dishes that aren't being used
old toiletries	jars that you've saved + haven't used
old nail polish	water bottles that are past their prime
tattered towels	herbs + spices past their prime
worn sheets	storage lids/containers with no match
old cleaning supplies	expired food + canned goods
old bags + purses	plastic shopping bags
art supplies that aren't being used	manuals to items you no longer own
toys with missing parts	items you have duplicates of
toys that aren't being played with	junk mail
kids' clothes with holes or visible wear	holiday decorations
games + puzzles with missing pieces	phone books
shoes you no longer wear	unusable gift bags + tissue paper
worn clothing	old calendars + planners
socks with holes	old notebooks
dry cleaning hangers	unfinished projects
undergarments that have lost elasticity	greeting cards

Clutter Spots Checklist

CLEANING	LAUNDRY AREA	KITCHEN	BATHROOM(S)
<input type="checkbox"/> cleaning supplies	<input type="checkbox"/> fold + put away clothes	<input type="checkbox"/> clean + clear counters	<input type="checkbox"/> clean + clear counters
<input type="checkbox"/> cleaning tools – scrub, brushes, sponges, rags	<input type="checkbox"/> laundry baskets	<input type="checkbox"/> refrigerator + freezer	<input type="checkbox"/> cabinets + drawers
<input type="checkbox"/>	<input type="checkbox"/> laundry products	<input type="checkbox"/> cabinets, drawers, pantry, food storage	<input type="checkbox"/> medicine cabinet
<input type="checkbox"/>	<input type="checkbox"/> clean + clear surfaces	<input type="checkbox"/> kitchen tools, small appliances + towels	<input type="checkbox"/> toiletries + makeup
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> under kitchen sink	<input type="checkbox"/> bath towels, hand towels, wash clothes
CLOTHING	BEDROOM(S)	ENTERTAINMENT	KIDS
<input type="checkbox"/> shoes	<input type="checkbox"/> declutter floors	<input type="checkbox"/> magazines	<input type="checkbox"/> clothing
<input type="checkbox"/> outerwear – coats, hats, gloves, etc.	<input type="checkbox"/> under beds	<input type="checkbox"/> music –digital and/or CDs, tapes, records	<input type="checkbox"/> toys
<input type="checkbox"/> clothing – sort by season + type	<input type="checkbox"/> sheets + linens	<input type="checkbox"/> games –board games, card games	<input type="checkbox"/> books
<input type="checkbox"/>	<input type="checkbox"/> pillows	<input type="checkbox"/> books – cookbooks, non-fiction, fiction	<input type="checkbox"/> activities
<input type="checkbox"/>	<input type="checkbox"/> bedside tables	<input type="checkbox"/>	<input type="checkbox"/> art + craft supplies
OFFICE SPACE	PAPER CLUTTER	DIGITAL CLUTTER	GARAGE/BASEMENT
<input type="checkbox"/> electronics	<input type="checkbox"/> paper pile	<input type="checkbox"/> zero out email inbox	<input type="checkbox"/> vehicle(s)
<input type="checkbox"/> office supplies	<input type="checkbox"/> bills	<input type="checkbox"/> set up email folders to save emails	<input type="checkbox"/> tool storage
<input type="checkbox"/> books	<input type="checkbox"/> photographs	<input type="checkbox"/> put important digital documents in folders	<input type="checkbox"/> boxes + bins with additional storage items
<input type="checkbox"/> paper + files	<input type="checkbox"/> memorabilia	<input type="checkbox"/> separate photos by year + store in cloud storage	<input type="checkbox"/> lawn + garden supplies
<input type="checkbox"/>	<input type="checkbox"/> kids art + school work	<input type="checkbox"/>	<input type="checkbox"/>

OTHER ITEMS:

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Weekly Clutter Calendar

WEEK OF:

	MON	TUE	WED	THU	FRI	SAT	SUN
6am							
7am							
8am							
9am							
10am							
11am							
Noon							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							

To-Do Checklist

Keep

LOVE IT, USE IT
OR NEED IT

Toss

RECYCLE OR
TRASH

Donate

DON'T LOVE IT, NEED IT
OR USE IT BUT SOMEONE
ELSE COULD

Relocate

STILL LOVE IT, USE IT OR
NEED IT BUT IT DOESN'T
BELONG HERE

You got this!

Even if your house isn't fully decluttered by the weekend, by the end of the 5 Day Home Refresh, you'll know the system to clear clutter and keep it away for good.

Remember the Steps to Take and keep going!

✧ ✧ ✧ *Everyday a little something!*

REMEMBER THE STEPS TO TAKE:



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NOTES:

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