



# DECLUTTER BUG

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# Introduction

## What is Minimalism?

Removing what doesn't add value to your life to make time and space for the stuff that does.  
Living with *less* makes your life become *more*.

## Common Myths:

- Minimalism is a deprivation
  - ▶ "Minimalism is not a lack of something. It's simply the perfect amount of something." – Nicholas Burroughs.
  - ▶ It means being intentional about what you keep by editing your possessions down to only the things you love and use.
- Minimalism makes life harder
  - ▶ It actually makes life easier because it removes mundane tasks. Imagine a life with less to clean and organize. Less to store. Less to buy. Less to sell or get rid of. If you have less stuff and less to do, you will automatically gain more time and have more appreciation for your belongings.
- Minimalists don't own nice things
  - ▶ Fewer possessions do not mean less satisfaction. Minimalists can purchase possessions of higher quality and spend purposefully.
- Minimalism only applies to stuff
  - ▶ No, the benefits of minimalism extend to all areas of life. But, your possessions are a good place to start because they represent your history, aspirations, habits, and values. That's why it can sometimes be so hard to let go of items such as an old t-shirt from high school.
  - ▶ The state of our living space also tends to be an accurate representation of the state of our mind. After dealing with clutter, we can tackle the bigger things in life easier.

A minimalist lifestyle doesn't really have rules and no two minimalists are alike. But, the goal is keeping what adds happiness, value, and purpose, and discarding the rest. Here are some of my tips to start!

# KonMari Method

Marie Kondo's *The Life-changing Magic of Tidying Up: the Japanese Art of Decluttering and Organizing* is a best-selling book, which kickstarted my interest in minimalism.

## Summary:

1. Discard first, store later - The more you get rid of, the easier it is to tidy up
2. Tidy all at once
3. Organize by category, not location - Instead of cleaning out the bedroom and office, clean out categories like your clothes and papers.
4. There's a specific order - Begin with clothes, then books, then papers, then Komono (miscellaneous), then sentimental items
5. Ask yourself to choose what to keep - Hold an item with both hands and ask yourself: "Does this spark joy?"
6. Designate a home for everything you keep - All items of the same type should be in the same place

## Some Things I Learned:

- Guilt is your enemy
  - ▶ You feel guilty for buying a \$60 shirt and never wearing it, but don't let that guilt trick you into keeping things you don't need. It's time to say good-bye to items that served its purpose instead of making up excuses to keep them.
- "Someday" never comes
  - ▶ If you've been intending to read a book for ages and never gotten the chance, this is your chance to let it go. No more telling little lies to ourselves or holding onto items because we might "need it" someday. Someday does not exist and will not happen.
- Purging feels good
  - ▶ You're left with only the good stuff that suits you, inspires you, and energizes you.
- Don't re-gift your clutter
  - ▶ If you can't stand an object, why should someone else have to live with it?
- Start easy
  - ▶ It may be hard at first to declutter, but start with the easy things. If not, you may give up on decluttering overall. As you strengthen the ability to reduce, you will be able to make better decisions on the harder things.

# Closet Declutter

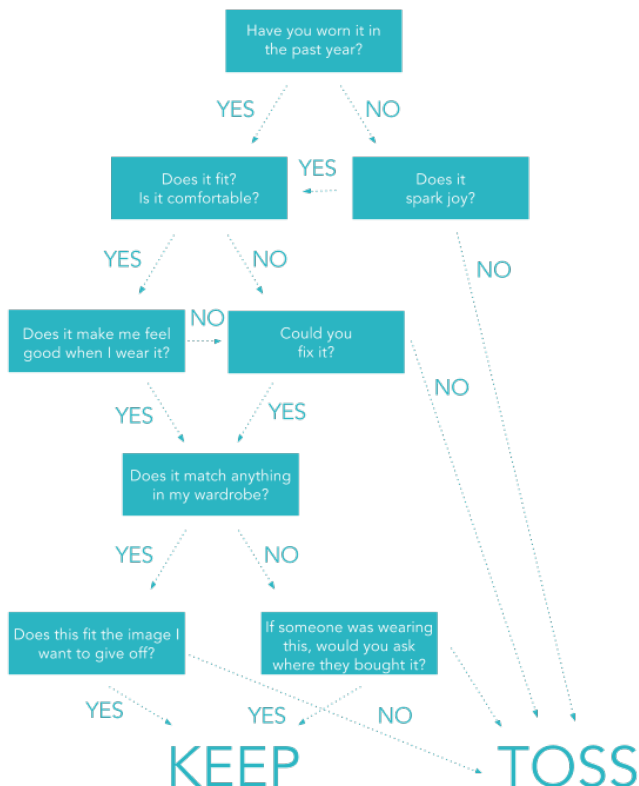


## Gather Your Clothes

Take your clothing out of its normal space and sort them into do-able categories. By doing this, you will be able to look at your clothing more objectively, notice things that you never noticed about your clothing. Some common categories are:

- |                                     |   |                        |
|-------------------------------------|---|------------------------|
| ✓ Jumpers, Coats, Jackets, etc.     | ✓ Jewelry (Earrings, Necklaces, Bracelets, Watch) | ✓ Boots                |
| ✓ Dresses                           | ✓ Hair Accessories (Headbands, Clips, Bows)       | ✓ Heels, Pumps, Wedges |
| ✓ T-shirts, Blouses, Singlets, etc. | ✓ Bags & Belts                                    | ✓ Sandals              |
| ✓ Skirts, Shorts, Pants, etc.       | ✓ Sunglasses & Readers                            | ✓ Sneakers             |
| ✓ Pajamas & Loungewear              | ✓ Hats, Scarves, Gloves                           | ✓ Flats                |
| ✓ Bras & Underwear                  | ✓ Tights  | ✓ Oxfords & Loafers    |
| ✓ Swimsuits                         |   |                        |
| ✓ Socks                             |   |                        |

## Question Yourself



Pick up each of your clothes and ask yourself these questions. Create a “keep” and “toss” pile based on your response.

- Put your clothes in their designated space. Try folding vertically so you can see your items better.
- Put donated clothes in your car to take to your local thrift store.
- If you are planning a garage sale or to sell items online, create some time for that immediately.
- If the clothing is too damaged or worn to donate, discard it.

# Book/Magazine Declutter

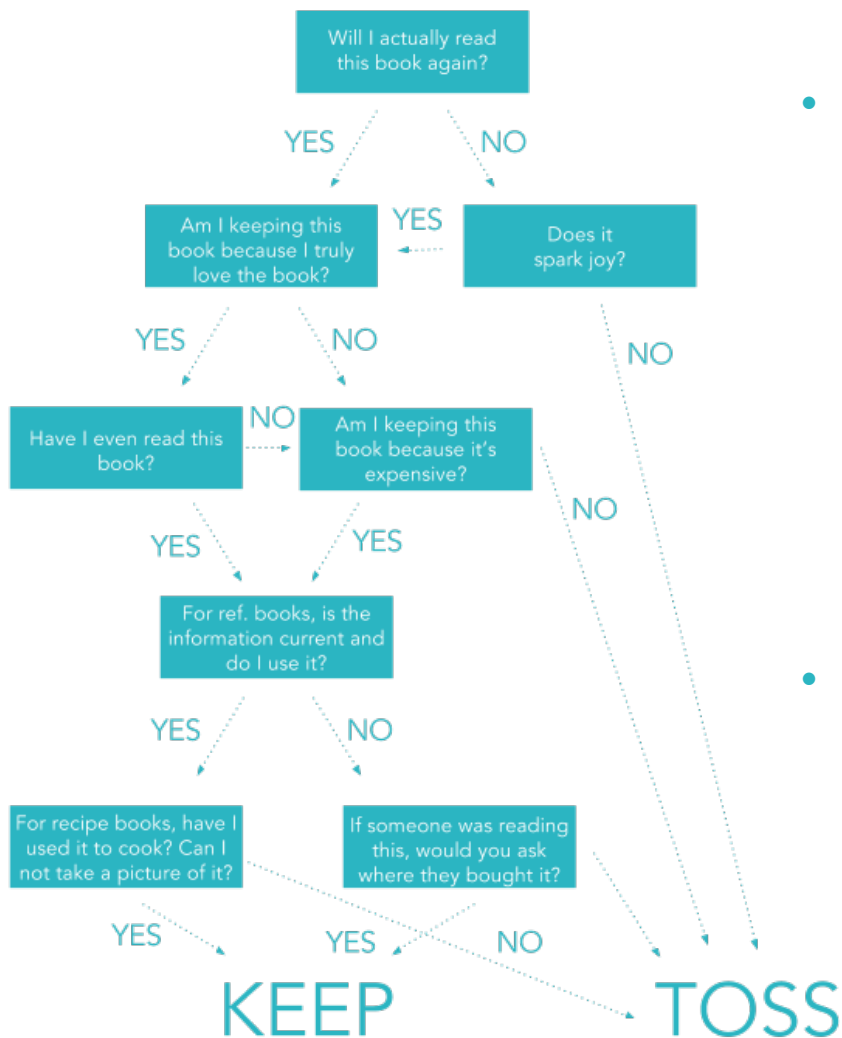


## Gather Your Books and Magazines

Just like you did with your other items, take your books out of their normal space and put them all on the floor or your bed.

## Question Yourself

Remind yourself that your books do not define you. Owning less books does not make you unintelligent or uninteresting. Owning more books does not make you smarter or more interesting. The memories from the books you have read are forever with you. Having their physical presence does not make the memories more real.



- Return your books to their designated space.
  - ▶ Do you usually go to your bookshelf with an author in mind?
  - ▶ By genre or emotion?
  - ▶ Do not store them by size, color, or shape.
  - ▶ Focus on storing your books upright for accessibility and space-saving.
- By letting go of books, you are able to share them with someone else. You could take them to your nearest second hand book store, a library, or give them to your book loving friend.

# Paper Declutter



## Gather Your Paper Items

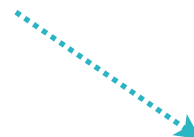
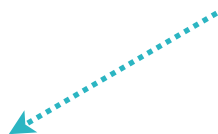
Go get all of the papers in your house and put them on your floor.

- ✓ Mail (Letters, Junk Mail, Tax Records, Bills, Bank Statements)
- ✓ Wallet and Purse Items (Business Cards, Receipts, Takeout Items)
- ✓ Informative Booklets (Pamphlets, Warranties, Manuals - microwave, fridge, camera, etc.)
- ✓ Certification (Birth, Education, Marriage)
- ✓ Insurance policies, Vehicle titles
- ✓ Loan documents
- ✓ Recipes
- ✓ Old Assignments, Handwritten Notes
- ✓ Printed Photos

## Discard Everything

As a blanket rule, the only physical papers that you actually need to hang on to are papers that need to be saved indefinitely or that need to be dealt with such as government-related, important loans, and unpaid bills. Take photos of the rest or store them online.

### Store, Recycle, Plan



Put all of the papers that you have kept in a folder or a plastic sleeve, grouping similar papers. Make sure to designate your folder to its own space.

Recycle any paper that you are not keeping. Be sure to shred or destroy anything that has personal information.

Rather than letting the paper pile up again, reduce the amount of incoming paper in your life. You can unsubscribe from any paper based subscription that you have, opt to get your banking or superannuation statements online, and vow to never ask for a receipt if you do not need it or take a picture of the receipt. You can place a no junk mail sticker on your mailbox as well.

# Computer Declutter



## 1. Delete to Declutter

This is a rigid structure to cleaning your computer. But, here are some steps you can take:

- Delete everything in your Downloads and Desktop.
- Empty your Trash.
- Uninstall programs and application that you do not use.
- If you are on a Mac, remove any programs from your dock that you do not use regularly.

## 2. Create a Folder Structure

Your computer should be self explanatory and easy to navigate. To give you some inspiration, here are some examples:

- Media > Books, Movies, TV Shows, Music, Photos
- Personal > Identification, Bills, Health, etc.
- Professional > Assignments, Projects > Personal Project Subfolders

## 3. Drag Files & Repeat

Be selective as you drag your files. Ask yourself:

- Do I need to keep this for record reasons?
- Will I ever refer to this again?
- For media, does this spark joy?

Repeat steps 1 and 2 for your external hard drive, Dropbox, Google Drive, browser bookmarks, browser extensions and any other storage services you use.

## Social Media Challenge

Unfollow, Unsubscribe, Unfriend	Turn Off Notifications	Email Inbox / Social Media Purge
<p>Look through the people on your social media accounts (Instagram, Facebook, Snapchat, Twitter, YouTube):</p> <ul style="list-style-type: none"><li>• Who is this? If you do not know who or what the person or brand is, they do not need to take up space on your feed.</li><li>• How do their posts make you feel? If their account sparks jealousy, anger, sadness or even nothing at all, unfollow them. If their posts make you feel connected, inspired or creative, keep them.</li><li>• Have I liked any of their last 10 posts? This is a good way to clarify whether you really appreciate the content that they post.</li></ul>	<ul style="list-style-type: none"><li>• Go into your phone settings and turn off the notifications for all of your social media platforms.</li><li>• The goal is to be proactive rather than reactive with social media. You can still check your social media, but you get to choose when.</li></ul>	<ul style="list-style-type: none"><li>• If you are feeling extra in the mood to purge, <a href="https://unroll.me">unroll.me</a> is the best website to bulk unsubscribe from emails. Challenge yourself to unsubscribe from what you do not love and value and cull your inbox down to only emails that still need actioning.</li><li>• Take your Instagram or Facebook one step further by deleting old posts that are just not you anymore.</li></ul>