



What is clutter? Clutter can be defined as items that are disliked, unused, you have in excess and/or are disorganized. Clutter can leave you feeling anxious, stagnant and stuck, overwhelmed or even paralyzed. This is no way to live your best life.

Pick one space or category that you want to deal with. By space, it could mean your home office, kitchen or a closet. Category could be clothing, paperwork or knick knacks.

Follow these simple steps

- 1) Label 3 boxes or bags:
 1. Throwaway
 2. Giveaway
 3. Keepers

- 2) Ask yourself these questions about each item, and place it in the appropriate container, until the space is empty:
 1. Do I love it?
 2. Do I need it?
 3. Does it support who I am now?
 4. Are there positive or negative thoughts, memories or emotions that I associate with it?
 5. Does it need to be fixed or repaired and am I willing to do so now (if the answer is 'no'), then it goes into 'Giveaway' or 'Throwaway'.
 6. If it's time to let it go, when and where is it going? Bless it and release it.

- 3) When you have separated all the items into one of the 3 categories:
 1. Put the "Throwaway" in the trash immediately!
 2. Prepare and label the "Giveaway" to go to their new home – friends, family, charity etc.
~ make sure to thank each item for the service it provided you, and then remove them from your space within one week.
 3. "Keepers", the items you are keeping; clean, organize and place in the designated spaces, with love and gratitude.

Congratulations! Watch for the helpful people, opportunities, and things that flow into your life because you have let go of the old and made room for the new.

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