

ESSENTIAL DECLUTTERING GUIDE

STEP-BY-STEP
TOOLKIT FOR RESULTS!



www.FloraSage.com



BEFORE YOU START

- 01 Choose Area to Declutter**

Decide what room you want to declutter. Can't decide? Take photos of each room and pick one room from those photos. Begin to think of the true purpose of the room and be ready to eliminate anything from that space that doesn't align with that purpose.
- 02 Pick a Date & Time**

Choose the date and how much time you want to devote to decluttering the area you have decided to simplify.
- 03 Prep Staging Area**

Decide on a staging area to put your donations, recycling and trash before you begin. Having this area ready to fill up with everything you are ready to let go of, sets you up for more results.
- 04 Get Supplies**

On the next page you'll see a list of suggested supplies to have ready when you begin decluttering, so you can hit the ground running.
- 05 Enlist Help**

If you will be moving large items like furniture, enlist the help of someone who can help you move those items.



SUPPLIES

01

Donation Bins & Trash Bags

To separate donations from trash while you're actively decluttering.

02

Timer

To keep you focused while decluttering and remind you to take breaks.

03

Tape & Marker

To label boxes that for; donation, recycling, storage and return.

04

Facemask

To use if the area you're decluttering is dusty or has not been dusted lately.

05

Playlist

To keep your spirits high while you're working.

06

Snacks

To keep your energy levels steady while you're decluttering.



TIPS

- 01 Let The Clutter That's Out, Speak to You!**
If the items you use, that are sitting out, had a home, where would you put them? Go to that space & declutter it so you can put those items away!
- 02 Would You Buy it Again?**
If the item was lost, would you buy it again? Chances are, if you would buy it again, it deserves a place in your home.
- 03 Do You Use it?**
Do you use the item? Everything is useful, but if you're not using it, it's useless in your home. Donate it so someone can use it.
- 04 Would You Save it?**
If your home was on fire, would you save this item? If you wouldn't save this item, don't use it or or wouldn't buy it again, Out it goes.
- 05 One Touch Rule**
Try to only touch something once while you're actively decluttering your space. Be decisive and confident in your choices.
- 06 Donation Box**
Having a donation box out in your home, set's you up to continue to see progress in between decluttering sessions.



DECLUTTER

Take “Before” Photo

01

Take a “Before” photo prior to beginning your decluttering for the day! It’s easy to feel like you’ve not made much progress, until you look at the before photo and where you started.

Use Your Timer

02

Set your timer for 30 minute increments. Doing this will help you from going down the “Rabbit Hole of Memories” while you’re declutter. You can also use the alarm to do a self check-in for food, bathroom break, etc.

Remove Trash & Large Objects

03

Removing obvious trash and large objects help to clear the space very quickly right away, leaving only the smaller objects and items to declutter.

One Touch Rule

04

Try to only touch each object once while you’re decluttering. Pick up each item and make a clear decision if you want to Keep or Donate the item. This will prevent you from moving piles around over and over again.

Have Fun & Remember Your Intention!

05

Have fun and remember why you’re doing this! You are decluttering your space for a number of reasons personal to you. Keep your reasons top of mind while you’re decluttering. The “After” Photo and the feeling of a clutter free space will be worth it!!



ONCE YOU'RE DONE

- 01 Load Donations**
Load the donations into your vehicle or stage them for a pickup.
- 02 Bring Out Trash**
Take all trash bags to the trash bins.
- 03 Organize What's Left**
Declutter first - Then organize. Organize your newly declutter space.
- 04 Take "After" Photo**
Take your "After" photo and compare it to the "Before" photo you took.
- 05 Schedule Pickups**
Schedule any pick ups of donations or oversize items.
- 06 Celebrate**
Celebrate a Job Well Done!



WHERE TO DONATE

Clothing, Shoes, Handbags & Accessories

Donate clothes in good condition to local shelters
Dress for Success is also a wonderful organization.

Jeans

<https://bluejeansgogreen.org>

Electronics

- ~ **Best Buy** will recycle most electronics
- ~ **Apple** will typically accept phones, tablets and computers for in store credit
- ~ **Samsung** will typically accept phones for in store credit
- ~ **Local Community centers** will usually accept TV's & gaming consoles in good working order

Towels & Bedding

- ~ Animal Shelters or Rescues usually will accept these, but call before dropping off.

Food Items

- ~ Food pantries in your area
- ~ Transitional shelters for Displaced People
- ~ Community & Halfway homes



WHERE TO DONATE

CONT...

Luggage & Backpacks

Contact your local foster care system

Children in the foster care system are normally given a trash bag to move their belongings in and your gently used bags or backpacks can be used by them during these transitional times.

Books & Magazines

~ Cancer treatment centers

~ VA Hospitals

~ Homeless shelters

~ Tiny libraries or “Book nooks” around your community,

Visit “[Tiny Little Libraries](#)” to find one in your area

Toys

~ Local shelters

~ Foster care centers & Community centers

Furniture & Other Essential Household Items

Shelters for people starting over

*** Community Theaters *** often accept furniture and other household items for the prop department. Call before dropping off.



WHERE TO DONATE

CONT...

Toiletries

- ~ Shelters & Community Centers
- ~ Bags for Unhoused people

Kits for People without a Home

You can use a gently worn bag to create a kit for the people in your area based on the season

Example of a Bag for an Unhoused Person:

Summer

chapstick, sunscreen, toothpaste, comb, shampoo, soap, razor, shirt, socks, light weight blanket, novels...

Winter

hat, sweater, sweatshirt, socks, scarf, toothpaste, comb, shampoo, soap, razor, blanket, jacket, hand warmers...

For Women, you can add personal monthly hygiene items such as pads or tampons

Need things Hauled away in Utah? <https://www.clutterb-gone.com>



BOOKS TO INSPIRE

[The Joy of Less – Francine Jay](#)

[Making Space, Clutter Free – Tracy Mccubbin](#)

[Decluttering at the Speed of Life – Dana White](#)

[The More of Less – Joshua Becker](#)

[Soulful Simplicity – Courtney Carver](#)

[Project 333 – Courtney Carver](#)

[The Minimalist Home – Joshua Becker](#)

[Goodbye Things – Fumio Sasaki](#)

[The Hoarder in You – Dr. Robin Zaslo](#)

[What Your Clutter is trying to tell you – Kerri Richardson](#)

[The Minimalist Way – Erica Layne](#)

[The Clutter Connection – Cassandra Aarssen](#)

[Digital Minimalism – Cal Newport](#)

**All links provided are affiliate links, if item is purchased I will receive a portion of the sale.*



FAVORITE PRODUCTS

Storage Containers & Organizers

[Bathroom Drawer Storage](#)

[Refrigerator & Pantry Storage Bins](#)

[Stackable Refrigerator & Pantry Storage Bins](#)

[Air Tight Food Containers](#)

[Labels For Food Storage Containers](#)

[Personal Care Display Containers](#)

[Super Cute Multi-Purpose Bins](#)

[White Super Cute Multi-Purpose Bins](#)

[Under the Sink Organizer](#)

[Wicker Storage Baskets](#)

**All links provided are affiliate links, if item is purchased I will receive a portion of the sale.*



MEET YOUR MENTOR

FLORA SAGE

We all come to a pivot point in our lives when we realize something has to change... this was mine.

Building my business while raising two boys (now grown), I understand what modern women experience. The constant demands of raising a family, managing your career, plus cultivating a meaningful life can feel overwhelming at times.

Since 1997, I've helped women from all walks of life simplify their lives & businesses. But... In early 2022, I felt like my own life & business needed simplifying.

Being a Certified Simplification Coach, seven-time author, creator of over 5,000 hours of programs / courses, & running three group coaching programs with memberships, I was tapped out.

So I embarked on a personal journey to get clarity. I powered down my laptop and cell phone, I started a 14-day retreat that began with a 5-day vow of silence.

"Burn it all down." was the message I received during those first five days. "Close down the memberships, eliminate the group coaching, archive all my old programs & focus on one thing that lights you up the most...Decluttering."



MY STORY_{CONT...}

I spent the remaining days of my retreat moving through the fear of letting it all go.

Once I came back to social media & the outside world, I made the announcement & began to close my memberships, end group coaching & began to archive my body of work down by 95%.

Doing this was both terrifying and freeing at the same time.

I cut my working hours in half, downsized my home & belongings, began traveling monthly.

In the process of this, I became deeply Aligned in both my Life & Business.

As a Certified Simplification Coach, I want to teach you Align into a Life You're Wildly Obsessed with by decluttering the unnecessary!

I want you to feel the freedom that comes with only having in your life what makes sense to keep.

This work is about embracing the life you've always wanted.
Not settling for the one you fell into.

If you're ready... Let's get started!



NEXT STEPS

You know where you are – You have a vision of where you are going... Let me help you clear the clutter that keeps getting in the way of you actually living the life you truly are meant to live.

You already have so much in life that you love, but why not have it all? Choose the choice that fits your needs to most right now and let's talk.

Single Session

For women who want insight and clarity about barriers (the clutter) that keep coming up in your life.

During this 90-minute private coaching session, we will identify which type of clutter is getting in the way the most.

You will walk away with a clear plan of action on how to clear it.

Let's Do This!
[Click To Book Session.](#)

Private Consulting

Align is a private collaborative mentorship open to women entrepreneurs who want to streamline their business and simplify their lives, so you are less busy, and have more time to do the things you love.

Together, we work to collaboratively clear out the clutter that's been preventing you from fully Aligning into your dream life & business!

Let's Get Started!
[Click to Apply Now!](#)