

Organizing Step #2 - Purge

The first step to organizing anything and everything is to SORT. The secret is to grab one thing at a time and put it in a pile. Keep up this process, putting like with like, until you are done!!

You have sorted all your things into categories. Now what? The piles look overwhelming. There is stuff everywhere and it looks like a complete mess!

Relax. Deep breath... Sit down with a pad of paper and think through **what you want**. What do you want IN your life, IN this space? How do you want to feel when you walk into this space? What do you want it to look like? What will you DO in this space? Jot down the answers. You HAVE to know the answers to these questions BEFORE you start to purge. By knowing **what you want** you'll make the purging process 10 times easier. This is the secret to purging!

Step 2 when organizing is to **PURGE**. Just take one pile at a time, one item from the pile...

- Now that you know what will happen in the space you can ask, "Will I use this in this space?"
- Now that you know what you want the space to look like you can ask, "Will this item look good in this space and fit my vision?"
- Now that you know how you want to feel in this space you can ask, "Will this item make me feel at peace, joy-filled and calm when I am in here?" You don't want to see a project and feel guilty for never finishing it. Or, see a picture that you think is ugly but you are keeping it because a friend gave it to you and it would be mean to get rid of it!
- Also, ask, "Do I love this? Do I use this? Does this item enhance my life on a regular basis?"

The **second step** to overcoming overwhelm is the second step to organizing: **PURGE** the things that do not **enhance** your **present** life!!

The **secret** to purging is to *know what you want* and then *ask the right questions*!!

ACTION: Sit with a notepad and write what you want, what you do and how you want to feel in your space. Write out the questions in the bullets above and hang them in the area that you are focused on organizing. PURGE ruthlessly! Enjoy the **light**, **free** feelings!

Next month I will share the third step (with another secret) to organizing, moving forward and finding FREEDOM!



About the author: Tracy Hoth has a contagious passion to share with women how organization and asking the right questions can help move thoughts into actions... dreams into reality! Through her hands-on-organizing, virtual clutter coaching, writing and speaking she inspires women to become who they are meant to be!

Visit www.SimplySquaredAway.com and receive her eBook "Organized...From the Car to the Bedroom" as her FREE gift to you.