



C O N S C I O U S
O R D E R

Your Decluttering Action Plan

Offered by...

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Where Are You Now?

Before you begin the actual process of getting organized, it is very helpful if you take the time to think about, become aware of, and evaluate exactly where you are. The Questionnaire below was designed for this purpose.

There are at least three ways you can use it:

- To help you decide where you might start your organizing and simplifying projects
- To help you prioritize your projects so you'll know where to go next
- To help you discover where there are places and spaces in your life where you are already quite organized!

STEP ONE

Look over this Questionnaire and, as you're reviewing each item, take a moment to evaluate whether you are happy with the order in each of these areas of your life 😊, unhappy about it ☹, or so-so 😐. Place a check mark in the appropriate column and move on to the next item.

If the whole list seems too overwhelming, just do one section at a time and come back to the rest later.

Even if you're not quite sure how or why this works, I can assure you that this exercise will start to shift your perspective, and you will begin to move forward. There's no need to overanalyze as you go, just take your time, "play" with this, and see what happens!

Questionnaire: How Organized Are You?

(Probably more than you think you are!)

Kitchen

☺	:	☹	
-----	-----	-----	appliances (toaster, mixer, blender, etc.)
-----	-----	-----	cookbooks
-----	-----	-----	cooking utensils
-----	-----	-----	dishes
-----	-----	-----	food
-----	-----	-----	pots and pans
-----	-----	-----	recipes
-----	-----	-----	serving dishes
-----	-----	-----	silverware
-----	-----	-----	spices
-----	-----	-----	supplies for storing leftovers

Household Supplies & Miscellaneous

😊	:	☹
-----	-----	----- audio/visual: cd's
-----	-----	----- audio/visual: dvd's
-----	-----	----- audio/visual: tapes
-----	-----	----- audio/visual: videos
-----	-----	----- books
-----	-----	----- catalogs
-----	-----	----- collections
-----	-----	----- disaster preparedness
-----	-----	----- games/puzzles
-----	-----	----- gift wrap
-----	-----	----- gifts
-----	-----	----- greeting cards
-----	-----	----- holiday cards
-----	-----	----- knick-knacks/décor items
-----	-----	----- magazines
-----	-----	----- memorabilia
-----	-----	----- photographs

😊	:	☹️	
-----	-----	-----	seasonal decorations
-----	-----	-----	sports equipment
-----	-----	-----	tools

Storage Areas

😊	:	☹️	
-----	-----	-----	attic
-----	-----	-----	basement
-----	-----	-----	closets: clothes (see Wardrobe below)
-----	-----	-----	closets: linens
-----	-----	-----	closets: pantry
-----	-----	-----	closets: storage
-----	-----	-----	garage
-----	-----	-----	patio
-----	-----	-----	outdoor shed
-----	-----	-----	storage locker(s)

Home Office

😊	:	☹
-----	-----	----- addresses/phone #'s
-----	-----	----- computer files
-----	-----	----- correspondence
-----	-----	----- desk
-----	-----	----- filing system
-----	-----	----- mail
-----	-----	----- office supplies
-----	-----	----- paper flow
-----	-----	----- phone messages
-----	-----	----- stationery/note paper
-----	-----	----- work flow

Financial & Miscellaneous Records

😊	:	☹
-----	-----	----- bank statements
-----	-----	----- bills



- | | | | |
|-------|-------|-------|------------------------------------|
| ----- | ----- | ----- | budgeting |
| ----- | ----- | ----- | checkbook(s) |
| ----- | ----- | ----- | cost basis information |
| ----- | ----- | ----- | estate planning information |
| ----- | ----- | ----- | health care directives |
| ----- | ----- | ----- | home improvement information |
| ----- | ----- | ----- | instruction manuals |
| ----- | ----- | ----- | insurance records |
| ----- | ----- | ----- | inventory of household contents |
| ----- | ----- | ----- | investments |
| ----- | ----- | ----- | legal documents |
| ----- | ----- | ----- | medical records |
| ----- | ----- | ----- | military records |
| ----- | ----- | ----- | moving records |
| ----- | ----- | ----- | tax records |
| ----- | ----- | ----- | valuables/heirlooms and recipients |
| ----- | ----- | ----- | warranties & instructions |
| ----- | ----- | ----- | wills/trusts |

Personal

	:		
-----	-----	-----	calendar
-----	-----	-----	car maintenance
-----	-----	-----	event planning (parties, holidays, etc.)
-----	-----	-----	health care/fitness
-----	-----	-----	medications/supplements
-----	-----	-----	personal care
-----	-----	-----	pet care/arrangements
-----	-----	-----	purse
-----	-----	-----	shopping
-----	-----	-----	social activities
-----	-----	-----	straightening/Putting Things Back
-----	-----	-----	time management
-----	-----	-----	to-do lists
-----	-----	-----	travel info/plans/packing
-----	-----	-----	wallet

Family Communication

😊	:	☹️
-----	-----	----- babysitter instructions
-----	-----	----- disaster plans
-----	-----	----- goals/priorities
-----	-----	----- list of family & friends
-----	-----	----- phone messages
-----	-----	----- schedules

Wardrobe

😊	:	☹️
-----	-----	----- accessories
-----	-----	----- clothes
-----	-----	----- closets
-----	-----	----- jewelry
-----	-----	----- laundry
-----	-----	----- make-up
-----	-----	----- purses/handbags



:|



----- shoes

Other (feel free to add anything you like here:



:|



What Did You Learn from Filling Out This Questionnaire?

There are probably checkmarks in all three columns, so there are places where things are pretty well in order 😊, places that are not 😞, and probably some in between 😐.

STEP TWO

What are you noticing? Where does your attention go? Did you give yourself credit for any of those checkmarks in the far left column? 😊

Look back over the Questionnaire, one section at a time. See if there are any checkmarks in the far left column. Please, please, please take a few moments to acknowledge all the things and places in your life that are in pretty good order—that you are pretty happy about. Are you surprised? Take time to notice what's already working!

Take time to acknowledge what's working!

STEP THREE

When you acknowledge what's working, do you hear some "Yes, but's?" Be aware of the "mental noise" that goes on when you acknowledge what's working, because that is more of the mental clutter that you need to notice, pay attention to, and release.

What are you hearing? Here are some examples:

"Yes, but look at everything that isn't in order?" or "Yes, but what about all the rest of this stuff?" or "Yes, but that's no big deal!"

Have you any other "Yes, but's?"

Many of us brush off the little things that may seem like "no big deal," but I invite you once again to become more aware of and acknowledge those checkmarks in the far left column, because what you focus on increases. This is a very important concept to think about: what you focus on increases—it gets energized; it multiplies. When you focus on the places where there already is order, more order will show up!

What you focus on increases.

Notice how you feel about those checkmarks on the left. Practice acknowledging the orderly places that make you feel good, even if they seem insignificant. Do your best to focus on what is working!

By putting your attention on order, you are perpetuating order.

STEP FOUR

The checkmarks in the far right column are important to notice and will help you make some decisions. These are the places that are less organized and where things are not working.

Before going to the next step, however, here's another opportunity to monitor your thinking. Look through the Questionnaire and pay attention to those checkmarks in the far right column 😊. Notice if you get caught up in your old thinking—if you find yourself placing too much focus on those places that are not working—where you are unhappy. What happened in your mind? Did the doubts, fears, worries, and self-criticisms kick in? This is “mental clutter!” It may have been around for a long time, but here's a great opportunity to become more aware of it.

That's the first step in letting it go!

STEP FIVE

Take a deep breath or two and do your best to accept where you are right now, regardless of what's been going on before this moment. Start where you are right now, wherever that is. Then it is easier to proceed and progress.

STEP SIX

You can use this Questionnaire to help you decide what areas you would like to work on first. Circle or highlight things that are important to you, or make notes—anything that will make this tool more useful.

STEP SEVEN

Look over your circles, highlights or notes, and use them to help you decide where to start. You might pick something easy, something more difficult, or something in between. You get to

choose. Some people like to start with something easy because it makes them feel good and gets them moving in the right direction. Others like to start with what's bothering them the most.

What is your preference? Where are you going to start? Pick something.

STEP EIGHT

Return to this Questionnaire as often as you like. It can help you prioritize your projects, and you can use it to sustain you through your entire organizing and simplifying process.

STEP NINE

If you find yourself resisting any part of this process, or find some projects too daunting to do on your own, consider asking for help—from a loving and non-judgmental friend or family member, or professional organizer. There is nothing “wrong” with asking for help. Sometimes a jump start is really helpful

STEP TEN

Remember, this Questionnaire can continuously serve as a reminder of all those places where you have order in your life! Continue to use it to practice focusing on what is working, and be thankful for it. Every time you go through another pile or organize another space, be grateful for the new order you are creating. Be grateful that you are getting organized. Be grateful for your greater peace of mind.

Gratitude is a very powerful tool.

Be grateful for the new order.

Be grateful for your greater peace of mind.