



TAPPING FOR CLUTTER

Lens To Look Through

Recalibrating the goal

- Organizing
- Straightening up
- Sorting (keep, maybe, trash)
- Work to time, not to task

Focus when doing the work

- Start small - one pile
- Goal is progress, not completion
- Being ok if you back slide

TAPPING FOR CLUTTER

Tools

Talk To The Pile

- Imagine the pile can talk
- Ask – What is are you are worried about?
- Ask – What will go wrong if you are cleared?

The clutter wall

- Imagine everything you need to clean as one wall
- Ask – What is on the other side?
- Ask – Why do you want me to avoid it?

Magic wand

- Imagine everything being cleared away by magic
- Ask – What do you feel as it is uncovered?

What do you have to add to your todo list

- Imagine the space is cleaned
- Ask – What do I have to add to my todo list now?
- Ask – What will go wrong if I add those?