

# DECLUTTER CHALLENGE

40 Ways to Declutter in 10 Minutes or Less

WHEN YOU NEED ROOM

 **COOK**  
PORTABLE WAREHOUSES®

**SINCE 1984**

FOR YOUR STUFF®

**5-YEAR  
FIX-IT-ALL  
WARRANTY**





## DECLUTTER CHALLENGE – 40 WAYS TO DECLUTTER IN 10 MINUTES OR LESS

Decluttering seems like a daunting task and it can be if you try to tackle every room, every table, every closet and every cabinet all at once. So, why not start simple?

It's fine if you don't have much time, you can still tackle this task by doing a little bit each day. Over the next few months commit to just 5-10 minutes every day and you'll begin seeing some major progress!

Most of the following could take a little longer, but at least make the 5-10 minute commitment. Remember that every little bit helps!

One of the easiest ways to declutter your home of course is to add extra storage! Different shed styles fit different storage needs. See all of our portable options [here](http://www.CookPortableWarehouses.com). It's the perfect place to store all of your extra stuff, hobby supplies, workshop tools and more!





## WHY SHOULD YOU TAKE THE TIME TO DECLUTTER?

1. It helps reduce stress.
2. It leaves more time for what you actually want to be doing. (hobbies, sports, activities etc.)
3. It provides more space for things you need and want.

Now, make the commitment. Take 5-10 minutes every day for the next few months and tackle one item at a time on this list. You can do it! You'll know it's worth it when you are able to truly relax or tackle a project when and where you need to because everything is clean and organized.



## **WEEK 1: START WITH THE EVERYDAY ESSENTIALS**

- Clean dishes as you go! Or, load the dishwasher at night and empty it in the morning.
- Get bins for your pets' or kids' toys. Teach your kids at a young age to put them away at night. You could even play a 5 minute song that can help them feel like it's a part of a game.
- Take 5 minutes to put clothes in the wash as soon as your hamper gets halfway full. Don't wait until the weekend to do it all!
- Buy a shoe rack and door hanger to declutter your shoes. You'll be surprised at how much space this saves in your closet!
- Each night, while your top 2 songs play, pick up any clutter like shoes, jackets, mail, etc.





## **WEEK 2: TACKLE THE ENDLESS PAPERWORK**

- Create a file system. Yes you can do this in 5 minutes! You don't have to actually file anything today. Simply label each folder and put it into a filing cabinet or accordian file.
- Sort your pile of old mail into Trash and Keep piles. Throw out the trash!
- Spend 5 minutes each day for the next couple of days sorting your mail into different categories.
- Today is easy! Simply file these categories away using the system you set up on day 1.

[\*\*www.CookPortableWarehouses.com\*\*](http://www.CookPortableWarehouses.com)



## WEEK 3: DECLUTTER YOUR WORKSPACES

**In your office:** Spend 5 minutes trashing old papers and putting everything into a designated spot or drawer.

**In your hobby room:** Take old cans, muffin tins or tupperware to help you organize smaller items.

**In your shed or workshop:**

- **Step 1:** Spend 5 minutes today clearing off your workbench in your shed or workshop. Throw away what you don't need.
- **Step 2:** Decide what can hang on a pegboard and what needs drawer or shelf space.
- **Step 3:** Ok, this one will probably take more than 10 minutes..but on your pegboard hang your tools where you want them. Then, take a sharpie and draw around each tool creating it's designated spot.





## WEEK 3: DECLUTTER YOUR WORKSPACES

### In your kitchen:

- Keep your countertops cleared of anything you don't use everyday. Find shelf space for your mixer, toaster or other items that you use infrequently.
- That drawer...you know the one...empty it all out, use a utensil organizer to help you keep items somewhat in order.
- Did you know your freezer doesn't have to be an endless abyss of frozen freezer bags? Buy plastic bins and wire shelving to go into your freezer. Then, you will easily be able to find your next meal. You can even create a system where when you buy new meat you place it in the back of the bin. That way you use your older frozen meats first.
- Want to actually find your food in your food pantry? Label your shelves and organize accordingly.
- Create a shelf or bucket that has a variety of your kids' snacks inside.
- Add another bucket for "need to eat soon" items. When you see something is about to expire, throw it into this bucket. This will help you not waste money on uneaten food and also will help you continually clean out your pantry so it's ready to be restocked.

## WEEK 4: WRANGLE IN YOUR ELECTRONICS



- Start by taking 10 minutes to go through your downloads folder on your computer. If you've never done this before it will most likely take more than 10 minutes. But, it's a good idea to go through this folder periodically to organize or trash your files.
- Think about your pictures. Do you need more space on your phone? Setup auto backup on your phone for your preferred cloud system or back it up on your home computer.
- Take a look at the wires. If they're in a mess they make a room look messy and can frustrate you when something stops working. Try organizing your wires by labeling them and hiding loose wires. Or, at least keep them neat and contained using a cable management system.





## WEEK 4: WRANGLE IN YOUR ELECTRONICS

- Take 5 minutes to really consider your electronics. How often do you use each item? When was the last time you've really needed that piece of electrical equipment? Is there anything you might be willing or able to part with to save space?
- Clean up your desktop. Did you know that having a lot of files on your desktop could actually slow down your computer? Try to get all of your files off your desktop and into their folders.



## **WEEK 5: CLEAR THE CAR**

- Start by picking up any trash laying around in your car.
- Take 5 minutes to go through your glove compartment. Shred old insurance and car registration documents. Be sure your current documents are in a labeled envelope so they're easily found.
- Open the trunk and take inventory. Would a trunk organizer help you keep things from rolling around? Is there anything you can get rid of? Can you easily reach your emergency kit?

[\*\*www.CookPortableWarehouses.com\*\*](http://www.CookPortableWarehouses.com)





## WEEK 6 & 7: DECLUTTER THE SHED

- To really do this right you may have to spend longer than 10 minutes, but for now take a few small steps to declutter and get organized.
- Buy bins and spend a few minutes just labeling each one.
- Next day look at filling 1 bin and trashing what you come across.
- Set up shelves to get bins and other oddly shaped items off the ground.
- Create a pathway. Look for ways to hang items or shelve them so you can keep at least 1 clear pathway through the shed.
- Have loose nails, screws, nuts, etc.? Screw the lid of a jelly jar to the bottom of a shelf. Fill the jar and then screw it into the lid. This will keep it from taking up shelf space or cluttering up your workbench. Plus, you'll be able to see what's inside!
- Get a shoe organizer to hang on your wall or on the back of the door. You can store lighter tools, cleaning supplies or gardening tools in it.
- Use bungee cords between studs to keep taller items from falling over. [See it here!](#)
- Add hooks to the wall studs hang water hoses, electrical cords, bikes, etc.





## **WEEK 8: TAKE ON THE CLOSETS**

- Have floor space? Bring in short shelves or plastic drawers to make it easy to store sweaters, sweat pants, unmentionables, etc.
- Add bins to the tall shelves so items are easier to reach. Add a door organizer so you're using your vertical door space efficiently. And don't forget to label any bins, shoe boxes, etc. that you have!

[www.CookPortableWarehouses.com](http://www.CookPortableWarehouses.com)





## **WEEK 9: DON'T FORGET RANDOM CLUTTER AREAS:**

- Briefcase/Purse: Take 5 minutes to trash old receipts, gum wrappers, etc. This is a favorite spot for kids and adults to hide trash and other odds and ends. Do this and it will feel so much lighter!
- Laundry Room: Have you ever sorted laundry but then it sits on the floor in the way all day? Sort them as you go throughout the week. Add three different baskets to your laundry room so they're ready to go straight in the washer when they're full.