

What to do after a big RESET?

FrankieTaylor

I have just completed a reset, bringing order to what was a disorganised or cluttered space. Everything should have a place to belong, and if not being used, should be in that place.

What happens now? Well, you will receive an email with personalised instructions on how to maintain the order and keep clutter at bay, using the systems that were put in place during the task.

Systems = habits = behaviour.

Be aware of the **behaviour** that created the clutter in the first place. When you are using a particular space (kitchen, office, entry foyer...), what are the actions that created the clutter?

Each action may take **a few seconds to a couple of minutes**. You don't have to do all of them in one go, just here and there. Ask other people who share your space, family members, **to do their bit**.

Here are some general examples:

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| Coming home | <ul style="list-style-type: none">• When taking your shoes off, don't leave them lying around for everyone to trip on. Mindfully store them where they belong, or if you are going out again, place them neatly by the door. Put your handbag away on its shelf, on its hook or its basket.• When you're done with the shopping bags, immediately store them away in their place, even if that place is in the boot of your car.• Keys, wallets, hats, school bags, delivery boxes, remotes, magazines...When you walk past these and you see they're creating clutter where they are, put them back where they belong. |
| Kitchen | <ul style="list-style-type: none">• When you unpack your groceries, put them away immediately, including removing items from their packaging, decanting into containers, or rotating things on the shelf so that the new is behind the old.• If your pantry has most items in packaging, consider preparing things from scratch and only buy the ingredients. Think cookies, cake mixes, simmer sauces. You can make these as needed.• If you have a small pantry, refrain from buying in bulk, but keep an eye on what is running low. Let the supermarkets store the groceries for you!• The kitchen bench is for food preparation. Do a quick scan of the bench and put away anything that doesn't belong there.• When you've finished cooking, put your spices and condiments back where they belong, and clean up. |
| Dining room | <ul style="list-style-type: none">• If you are using the dining table for a project or work, when you are done for the day, but the work is not finished, put everything aside, in a bag or box. Clear the table.• When you're done with dinner, wash up and clean the kitchen immediately or very soon afterwards. Then, the rest of the evening is yours! This may take longer than a couple of minutes, but you won't regret it. |
| Bedroom | <ul style="list-style-type: none">• Don't drop clothes on the floor, or on a chair or dresser. Put them where they belong: in a laundry hamper, in the wardrobe, or on a hook. |
| Living room | <ul style="list-style-type: none">• After reading, put your newspapers, books or magazines neatly in a stack, in their basket or on the bookshelf. Your current books can stay on a coffee table or bedside table, or even better, in a basket next to your favourite armchair.• Check the living room/ TV room for things that don't belong and put them away. This can be done in the evening. All it takes is 2 - 3 minutes. |