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## Decluttering your home and heart Part II

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My Carolina Today, (<http://www.mycarolinatoday.com/>) Raleigh based NBC17 local show focus on the lifestyle and interests of the Raleigh area citizens. Sharon Delaney, Page Crawford and Valonda Calloway pass along great tips on how to make some things easier in your life. On Monday at 11:00am, April 4<sup>th</sup> – Valonda Calloway talks to me about how to declutter your home and heart. If you are not able to watch the Monday showing, please go to their website <http://www.mycarolinatoday.com/>

My full presentation on the topic is Tuesday, April 5, 7:00pm via SKYPE.COM and teleconference. It's a free seminar. To register, please to go <http://springcleaninghouseandheart.eventbrite.com>

A quick summary of the presentation is below.

As time passes, we naturally accumulate things like papers, knick-knacks, gadgets, mistakes, misunderstandings, and hurt feelings. Springtime is a good time for new beginnings – out with the old to make room for the new. In an upcoming presentation : **Decluttering your Home and Heart** (Thursday, April 5<sup>th</sup>, 7:00pm at SKYPE.COM), we will be talking about 3 different types of clutter: Material, Actionable and Emotional. Please contact [LauraRose@RoseCoaching.info](mailto:LauraRose@RoseCoaching.info) to register for this event.

Review of definition of clutter for this piece is: *A confused or disordered state or collection; a jumble.*

But even this definition is open to interpretations. If the “current state” of things is not confusing or disordered **TO YOU** – then it is not clutter. It may seem disorganized and messy to someone else, but they are judging based on what makes them comfortable. So, in this piece, we're focusing on things that, by carrying them around with you, are making your feel uncomfortable and overwhelmed.

The most recognizable clutter is Material Clutter. This can be boxes of things you've moved from one office or home to the next (without opening or using much), old books, papers, files, receipts, magazines, newspapers, canned food even.

The second type of clutter is something we deal with every day, but don't normally see as clutter. It is what I call our Actionable Clutter. It's that every growing, overwhelming todo list, the backlog of email we have to respond to, the phone calls we have yet to return, the friends' requests we have yet to schedule,

the errands, the vacations planned but not taken, the family outings, the new career path we want to engage, the advanced degree or certification that we want to accomplish etc.

The third type of clutter is the Emotional Clutter. It's the bad feelings we're holding onto from a past incident. It could be anger, bitterness, envy, jealousy. We could be holding a grudge against someone for a betrayal we think they did. We could be angry at a co-worker or boss because of a project assignment.

In all these cases, we're carrying around the past with us. Clutter is a type of burden, an extra weight we carry around from the past. This extra weight makes us sluggish, unmotivated, and uninspired; it slows our progress toward what we really want to accomplish. And the more we carry the past with us, the less space and energy we have for our future. This is the same with our work lives, home lives, and relationships.

Think of driving a car. The only time we spend time looking behind us is when we are driving in reverse. Our lives are in front of us, not behind us. Let's drive forward.

How to let go:

Material objects: Ask yourself these questions:

- 1) Do I really need this? How easily can it be replaced if I did need it?
- 2) Have I used it within 12 months? Within 5 years?
- 3) What is it costing me to keep it?
- 4) Does it uplift me? Is it beautiful? Does it inspire me?
- 5) Is it supporting my purpose, my vision and my goals?

For Actionable Clutter:

I have several workshops that help people with their time management skills and how to reduce their inventory of "actionable clutter". Please contact me for more information on those workshops.

Emotional Clutter:

I highly recommend reading Don Ruiz's *The Four Agreement*. If you can put into practice those for agreements, you will avoid much guilt and regret in your life. It's a quick read and will dramatically change your life.

Very quickly The Four Agreements are:

- ▶ Be Impeccable with your word.
- ▶ Don't take anything personally.
- ▶ Don't make Assumptions.
- ▶ Always to your best.

### **About the author**

Laura is a certified efficiency and business coach. Laura offers one-on-one career and life coaching, small group coaching, seminars and workshops.



She has been in the software and testing industry for over 20 years. She's worked with such international companies as IBM, Ericsson, Staples, Fidelity Investments and Sogeti in various client advocacy and project management roles. The techniques she uses in her business coaching and client advocacy work saved these companies both time and money, which resulted in on-time, quality product delivery with higher client satisfaction.

Laura now uses her client focus, project, quality and people management skills in her business and personal life coaching career. As a personal life coach, she helps people integrate their goals and dreams into their everyday lives. Laura uses creative and practical tools to help her clients realize what really matters to them in their professional careers as well as personal development. They then follow-through with project and time management techniques to create the reality they really want.

You can learn more about her at [www.RoseCoaching.info](http://www.RoseCoaching.info) and contact her at [LauraRose@RoseCoaching.info](mailto:LauraRose@RoseCoaching.info)

