

Orderly **Office**
and **Home**



Simplify, Streamline & Organise your Space

in just 10 minutes a day!

"I'm sick of everything being everywhere at home! I'm shattered trying to hold it together, constantly feeling like I'm treading water, never getting further than the day to day."



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Hey, busy life juggler!!

Knee-deep in chaos and tired of the daily treasure hunt for lost items?

Tired of mixing up personal & work paperwork on your kitchen table?

Panicked at the thought of unexpected guests coming into your space?

Picture this...

What if that **overwhelming** feeling of **chaos** could massively improve with just 10 minutes of effort each day?

Sound good?

I've got your back!



My quick & easy tips to help you **Simplify, Streamline & Organise** your space in **under 10 minutes a day** will help you make real progress towards creating a more organised & less stressful home.



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1

What's Your Goal?

"The journey of a thousand miles begins with one step."

What's your end game? Visualise your goals for the spaces you want to tackle. Keep these in mind throughout the process.

Note down the **top 5** frustration spots in your home. **Ready, set, go!**

Five empty rounded rectangular boxes for writing frustration spots, arranged in two rows: three in the top row and two in the bottom row.

2

Small Steps, Big Wins

'You can't eat an elephant in one go.'

Break it down! Focus on 1 spot for just 10 minutes. Start small to avoid overwhelm & build momentum. **Progress will spur you on.**

Choose a space you've noted down in Step 1, then pick 5 spots you could tackle in there; a drawer, shelf, sideboard...(See Step 5 for some ideas)

Ready, set, go!

Five empty rounded rectangular boxes for writing small steps, arranged in two rows: three in the top row and two in the bottom row.



3 Decision Time

“Do you need it, use it or love it?”

If not, consider letting it go. You’ll be amazed at what you’ve been holding on to when you ask yourself these questions.

What could hold you back from making good decisions?

Sentimental items might be difficult to deal with, so maybe tackle these once you’ve made progress in other areas. What obstacles might be in the way of you making progress? Time? Note these below. **Ready, set, go!**

4 Plan your Exit Strategy

“We should normalise second-hand gift giving“

Think about where to offload. Don't let unwanted items hang around for long. Find homes for them ASAP! When's your next recycling or waste collection? Will you be seeing that friend soon? Resist any temptation to go through bags or take things out again...

Note down below where you plan to offload items as you find them.

Ready, set, go!

Family & Friends

Collect - neighbours/FB group

Store (in loft / garage / shed / basement)

Sell (how/when/by whom?)

Other



5 Get Going!

You have to MAKE time to GIVE you time

No time like the present! You can ALWAYS find 10 minutes in a day; whilst dinner's cooking, before school pick-up, even whilst you're waiting for a hair-dye to take! Pop your phone down & get stuck in!

Try one of these spots for a quick win!

Ready, steady, go!

Cutlery drawer	Fridge shelves	Sock drawer	Towels	Tupperware
Hallway console	Underwear Drawer	Shopping Bags	Laundry Items	Pet Supplies
Coffee Table	Bookshelf	Shoe Rack	Magazine Rack	Toy Crate
Bedside Table	Entryway coat hook	Dining Table	Mug Cupboard	Medicine Cupboard

Create Habits for Daily Success

"Success is the sum of small efforts, repeated day in, day out."

Be disciplined when going through your things. Make decisions, discard (where appropriate) or seek more practical storage solutions. And once you've got your space under control, ensure you keep on top of this good practice and make it your new habit!

Note down your successes here as you go through this process & continue your organising journey.

Were there any surprises?

Did you find any forgotten treasures?

Ready, steady, go!



Progress indicator consisting of six horizontal bars, each with a pink dot at the start.

So, what's stopping you?

Time to Simplify, Streamline & Organise



You're not on your own. I'll be giving you a **Nudge** every fortnight when I pop into your Inbox, bringing you ideas, inspiration & the impetus to keep going!

The **NUDGE**

A REGULAR DOSE OF ORGANISED
INSPIRATION STRAIGHT TO YOUR INBOX



Take a read of my [past blogs](#) for additional motivation & ideas.

Want help getting organised?

[Click here](#) or email me at amanda@orderlyofficeandhome.co.uk

Amanda Manson is a Home Organiser & House Move Manager, who's worked in person & online with clients in Manchester & Cheshire since 2011.

"I know that keeping a home organised can be overwhelming, frustrating & chaotic & I've seen all manner of homes during my time.

No one solution will work for everyone. It's about finding something that you can manage, that fits around you & your family.

Start where you are, then find & repurpose what you already own before spending money on what could easily become just more clutter."



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