



PATTY KREAMER'S

Here are the first 3 chapters of my Clutter Rescue Course™ Workbook, which you get with the online course that's delivered weekly to your Inbox for 25 weeks. Get the workbook, the online course and a free course retake for only \$99, a \$302.95 value (includes free shipping). [Click here](#) for details!

Clutter Rescue Course™

A 25-step
course to **FINALLY**
tackle a life full of **stuff** you
don't need, **stuff** you can't find, and
stuff you don't even remember you have.
It's easy with these **no-overwhelm baby steps**.



PATTY KREAMER, CPO®

Certified Professional Organizer® and author
of two ground-breaking books on organizing:
But I Might Need It Someday and *The Power of Simplicity*.



Patty Kreamer, CPO®
Certified Professional
Organizer®, national
speaker, author, and
consultant

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**ABOUT PATTY KREAMER'S
CLUTTER RESCUE COURSE™**
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- Do you always feel tired, stressed or overwhelmed simply by being at home or work?
- Do you know you could accomplish much, much more, if only you could regain the power, pride and passion in your life?
- Do you want to know the best, fastest, simplest ways of dealing with your stuff, so you can make these changes permanent?

Organizing isn't just for perfectionists or neatniks – it's for everyone who wants to make an impact in the quality of their own, their coworkers' and their families' lives.

Patty Kreamer, one of the first Certified Professional Organizers, is the President of Kreamer Connect, Inc., a company that helps to eliminate frustration, anxiety and hopelessness in people's work and home lives. And does so gently and with a great sense of humor.

To get the job done, you just need to know a bit more about yourselves, some encouragement and a few easily-remembered tips that have proven to work for people of any age and mindset.

.....
OTHER PRODUCTS BY PATTY
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Clutter Rescue Course – E-course and Workbook

“...But I Might Need It Someday!” (Book or CD)

The Power of Simplicity (Book)

101 Simple Steps to Organize Your Life! (Booklet)

PaperConnect™ Tickler File (Daily filing system)

Kreamer Connection (Free monthly newsletter)

To order, visit www.ByeByeClutter.com.

This is a 3-chapter excerpt of Patty Kreamer's Clutter Rescue Course™ Workbook that goes with the 25-week online (weekly email and video) course. You may order the workbook, the online course, and a free course retake for \$99. This is a \$302.95 value, including free shipping! Just click the link on the first page.

THE CLUTTER RESCUE COURSE™ WORKBOOK

25 Steps to Clutter Rescue! (A three-part course)

by Patty Kreamer, CPO® (Certified Professional Organizer®)

IMPORTANT NOTE

This workbook is based on the online “e-course” version of *The Clutter Rescue Course™*, a 25-week course designed to arrive in your email inbox each week. This workbook can be used either as a supplement to the online program or as a standalone system. If you choose to use it alone, feel free to move at your own pace; however, keep in mind that *The Clutter Rescue Course* is not designed to be completed in a day, but rather over a six-month period.

If you're interested in having the online version delivered to your email inbox to complement and enhance your success at a special price, please visit www.ByeByeClutter.com for details.

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25 Steps to Clutter Rescue! (A three-part course)

Based on the 25-week online e-course of the *Clutter Rescue Course*, available at www.ByeByeClutter.com.

Patty Kreamer, CPO® (Certified Professional Organizer®)

Published by Publish Connect, Pittsburgh, PA.

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Printed in the United States of America.

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Dedicated to everyone who seeks simplicity in a complicated world.
Remember, the choice is yours.

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WELCOME TO THE CLUTTER RESCUE COURSE™

Congratulations! You have decided that it is time to make a difference in your life. The *Clutter Rescue Course* will take you Step by Step to a simpler life. This is not to say that it will take the entire 25 Steps to see results because you will see a difference much sooner if you take the time to act on what you are learning.

Even today, there are folks who can and do live with few modern creature comforts. They have no TV (sit down and put your head between your knees if you can't breathe), no car (are you serious?), no computer (holy cow!), or no microwave oven (dear Lord, what are these people thinking?).

What these people have in common is that they have chosen to simplify their lives. I'm not recommending that you go to that extreme, but a little streamlining goes a long way.



Simple Steps

The reality is that nobody has a ton of time to invest into making life simple and more livable again so the process has to be simple - in baby Steps. That is the key...this is a process, not an event, so baby Steps it is. Sometimes, the Step involved may seem inconsequential, but I guarantee that it is a vital part of the overall process. Each Step is designed to help you gain control over your life, time, clutter, work, and home so the stress can be eliminated. Each Step is designed to move you towards the life you want. There is an exercise with each Step so you can see progress over time. This won't happen on its own; you need to do your part, but I have done my best to make this process as simple as possible.



Remember

While it may seem at times that I have oversimplified something, I want to you to dig deep and ask yourself if it's possible that you may be overcomplicating the same issue. Much of life is simple, but it's difficult to see it (quite the oxymoron).

I am your partner in this journey and I will be there every step of the way.

Here's to simplifying your life!

Patty

Patty Kreamer

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NOTES

Part I - GET GOING

STEPS 1-10

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PART 1 – GET GOING

Step 1: Procrastination
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PROCRASTINATION – The art of putting off until tomorrow what can be done today!

No sense in putting it off - the sooner we face procrastination, the sooner we can put it behind us.

You look around and you don't know where to start so you leave the room to fill your coffee cup or to get a root canal (either is a more pleasant task than figuring out where to begin!).

If you find yourself longing to be organized but you never seem to get to it, then pay close attention to what you are about to read. When it comes to organizing and simplifying your life, procrastination does NOT make it go away. In fact, the more you procrastinate, the worse it gets!

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IN STEP 1**Why do we do it? Reasons and their solutions!***EXERCISE: Making a list...***WHY DO WE DO IT?**

Procrastination has caused many people to lose sleep, money, happiness and more, not only from worry, but also from having to finish doing things at the last minute. The big question is why do we do it? The answer can be simple: it's easier **not** to do the task. Or it can be more complex: rather than feeling overwhelmed, you are **not** going to think about the task until the last minute.

There is a lot of psychology behind procrastination, and since I don't claim to be a psychologist, I will stick to the simplistic way of handling it. Here are four obstacles surrounding procrastination and the solutions.

1. IT'S EASIER NOT TO DO SOMETHING

If you like to make to-do lists (either in your head or on paper), you may look up and down your list and gravitate towards the easier, low priority tasks. It's easy to scan right over the less-than-attractive tasks.

SOLUTION

Schedule all of your to-do items in specific time slots in your day planner. You will check off a much higher percentage of tasks at the end of the day by doing this.

2. YOU PUT OFF THINGS THAT YOU DON'T LIKE TO DO, AREN'T GOOD AT, DON'T REALLY KNOW HOW TO DO, OR THAT SEEM UNIMPORTANT TO YOU.

Simply put, this is human nature.

SOLUTION

If you find yourself pushing a task forward day after day, confront it. Ask yourself if there is someone else that could or would do it for you. If it is something that you just aren't good at, maybe you should consider educating yourself in that area so the task seems less daunting. For example, if you hate to balance your checkbook each month, find someone who loves math and ask if he or she will do it for you. In return,

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offer to do something that you are good at. Or ask others how they make this task seem so easy—there might be a better or easier way of which you are unaware.

3. THE TASK OR PROJECT SEEMS SOOOO OVERWHELMING.

You have a huge project that is going to take 30 hours to do and you have six months to do it. That sixth month is here before you know it and you are scrambling to get it all done. This is not healthy.

SOLUTION

Don't look at the task as a 30-hour project; look at it as six 5-hour projects. That means you only have to work on it for five hours per month over the next six months! That is much more do-able. Go even further by breaking the five-hours per month into five 1-hour projects and scheduling each one-hour chunk into a time slot in your day planner. Doesn't that project seem much more manageable now?

4. YOU DON'T KNOW WHERE TO START

Finding a starting point can be tricky.

SOLUTION



A great first step is to break down the project into small pieces. Decide what needs to be done to complete the project. By doing this, you will usually discover that the project isn't nearly as overwhelming or difficult as you first thought. After you list all of the steps, schedule them in your day planner. For example, if you want to organize your whole office (very overwhelming), start by narrowing it down to your desk, and then a specific drawer (manageable). That will get you started and you can then move on to the next drawer, then to the top of the desk, and so on in small steps.

You may be saying, "But I work best under pressure. I love to make a deadline and to feel that rush of adrenaline that I get when I'm under the gun." That may be true, but it could be because you have never tried to do something ahead of time to compare how you feel when you don't have to rush.

You have probably developed a habit of waiting until the last minute without even knowing it. To see if you are ready to break your habit and enforce your power of simplicity, try to work on a task by breaking it down into manageable bites

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N O T E S

and scheduling them far in advance so you can enjoy the freedom from worry. I think you'll like it!

EXERCISE: Making a List...



Starting right now and over the next week, I want you to pay attention to the things that you have been putting off and write them down on a piece of paper. Your stomach is a good indicator of tasks that you don't want to do. Keep that list handy for when we reach **Week 3 – Getting Started**. You will need that list so you can:

- Discover how to take each project and break it down into small pieces
- Learn how to schedule all of those small pieces in specific time slots in your day planner.
- Find out how to stick to your day planner religiously – as if your tasks were doctor's appointments.

And you'll be able to finally say goodbye to PROCRASTINATION!

NEXT STEP

In **GET GOING: Step 2**, we will be exploring GETTING READY for successful organizing.

GREAT THOUGHT:

**If it takes less than a minute to do something,
just do it!**

Patty Kreamer

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GET GOING

Step 2: Getting Ready

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Let's GET READY to embark on this journey!

Here are some questions I often hear:

- How do I start organizing?
- My house is an absolute mess and I'm overwhelmed – where do I begin?
- How do I move from awareness to implementation?
- Where do I start when I am overwhelmed?

Getting Ready is a huge part of getting started...so let's begin.

IN STEP 2

Getting Ready – What does it mean?

EXERCISE: Your reasons to simplify and be organized.

Why you are NOT organized.

EXERCISE: Identify your Excuses, Obstacle, and Reasons

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GETTING READY – WHAT DOES IT MEAN?

In the three step process to successful organizing and simplifying, Getting Ready is essential. (Getting Set and GO will be addressed in future steps). Getting Ready means understanding yourself and WHY you do the things you do. If you don't explore yourself, your beliefs and your behaviors, you may never realize ways to make a simpler life work.

.....
EXERCISE: Your reasons to simplify and organize



Before you begin the process of becoming organized and simplifying your life, I want you to take a few minutes and think about **why** you want this. What is motivating you? Knowing this answer will keep you focused on your goal, especially when you get discouraged. Below is a checklist of some common reasons I have heard over the years. Perhaps some of these will apply to you, and if you have other reasons, please add them in the space provided. You may be tempted to skip this exercise, but don't—when you start to feel your enthusiasm for organizing decline, refer back to your answers and focus on the end result. I WANT:

- ____ To spend more time with my family
- ____ To get promoted
- ____ To set a good example for my children
- ____ To set a good example for my staff
- ____ To go home on time
- ____ To be less stressed
- ____ To feel less confused all the time
- ____ To be able to have visitors
- ____ To have more time for me
- ____ To find things when I need them
- ____ To be on time instead of being late
- ____ To do what I want to do
- ____ To have the freedom organization offers
- ____ To feel in control of my life
- ____ To have people trust me with their stuff

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- ____ To feel rested...not tired anymore
- ____ To live in an uncluttered environment

N O T E S

WHY YOU ARE NOT ORGANIZED

By examining your beliefs and behavior, you are getting to know YOU better. You now have a pretty good idea as to WHY you want to be organized. The next logical step is to look at why you are NOT. Let’s explore some aspects of your life that may be preventing you from being organized.

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EXERCISE: Identify your excuses, obstacles & reasons

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Review the following list and identify which ones you relate to. Over the next several Steps, we will be addressing some of these issues and how to overcome them. During this time, you will not just be reading about solutions, but you will receive enough information to be able to make changes as you see fit.

EXCUSES – Based on your beliefs.

- ____ But you might need it someday!
- ____ You can’t throw anything away.
- ____ You are a true perfectionist.
- ____ You are afraid you’ll fail.
- ____ If you can’t see it, you forget it.
- ____ Organizing and creativity don’t mix.
- ____ You don’t think organizing is exciting.
- ____ You’ve always done it that way.

OBSTACLES – Based on your behavior.

- ____ You don’t know where to begin.
- ____ You just have too much stuff!

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N O T E S

- ____ Your stuff needs a home.
- ____ You have no time to clean up.
- ____ You have the wrong type of storage.
- ____ You inherited systems or items.
- ____ You were never taught how to organize.
- ____ You grew up with clutter.
- ____ You find comfort in clutter.
- ____ You're a P-r-o-c-r-a-s-t-i-n-a-t-o-r.
- ____ You don't set goals or priorities.

REASONS – Not necessarily in your control.

- ____ You have too much to do!
- ____ You don't have enough space.
- ____ You remain after a downsizing.
- ____ You deal with difficult people.
- ____ You are very sentimental.
- ____ You experience a life-changing event.

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NEXT STEP

In **GET GOING: Step 3**, we will be **GETTING STARTED** for successful organizing. So be **READY** to get started!

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GREAT THOUGHT

Within you right now is the power to do things you never dreamed possible. This power becomes available to you just as you can change your beliefs.

Maxwell Maltz, Author

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GET GOING

Step 3: Getting Started

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This step creates a blueprint from which you will work. This should be revisited from time to time to see if any new projects need to be added and to make sure you are on track.

We are on a journey together to make your life simple...again.
Let's GET STARTED now!

IN STEP 3

Defining what you need from The Clutter Rescue Course.

EXERCISE: Laying out your blueprint to success!

DEFINING WHAT YOU NEED FROM THIS PROGRAM

The Clutter Rescue Course is designed to provide a pace at which you will see results in the end as well as along the way.

Therefore, it is imperative that you know what your goals are up front so at the end, you will know if you were successful or not.

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What good is an investment of time if you can't measure the results?

Later on, we will focus on life goals, but for now, let's look at your Simplicity goals.

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EXERCISE: Laying out your blueprint to success



1. Grab a pen, take this workbook and go to an area in your life (bedroom, office, car, garage, basement, attic, etc.) that is really weighing heavily on your mind because it is out of control with clutter or it simply makes your stomach turn over. (HINT: This is a good time to review the list of the things that you have been putting off that you made in Step 1 as we examined Procrastination.)
2. Plan to sit there for about 10-15 minutes. Look around as if you were a stranger in this space. What do you see?
3. Use the chart below to:
 - Write down the rooms where you want to make changes.
 - What activity or activities will take place in that room? If it's your garage and you'd like to put a car in it, that is the activity for that space. If you have a third bedroom that you'd like to make into a guest room, that's the activity. It may also double as your sewing or reading room as well. It's OK to have more than one activity for the room.

Next, write down everything that needs to happen in this space in order to start the decluttering process. Do you need to throw out the 2-foot stack of papers? Do you have to go through the boxes from your move 4 years ago to see if you really need to keep them? Do you need shelving for the boxes all over the floor?

 - Then write who is responsible for each task.
4. Over the next week, sit down in each area or room in your life that needs your organizing attention and repeat steps 1-3 above. This is your blueprint for what needs to be done.

You are now off to a great start!

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ABOUT PATTY KREAMER, CPO®

Certified Professional Organizer®



Patty isn't just a Certified Professional Organizer; she's also a:

National Speaker. Patty delivers action-oriented, tip-filled programs for corporate, association and college audiences on topics ranging from enhancing productivity to organizing workspaces to creating simplicity in chaotic lives.

Author. Patty's first book, "*...But I Might Need It Someday*," will help you understand the habits that keep you from organizing your work and lives. Her second book, *The Power of Simplicity*, will show how to avoid making choices that will begin to wear on you and negatively impact you for the rest of your life!

Consultant. Patty helps corporate managers identify gaps in productivity, streamline paper and processes, and gets people working better together. There's no faster way to get power, passion and pride into the workplace. Call Patty for more information or visit www.byebyeclutter.com.

Media Expert. Patty is seen regularly in the media as she shares her fun and energetic style with the audiences of publications like the *Pittsburgh Post Gazette* and *Pittsburgh Business Times*, and through television shows like *LifeQuest*, *KDKA's Morning Show*, and *One on One with Lee Adams*.

Business Leader. Patty is the founding past president of the Pittsburgh chapters of the **National Association of Professional Organizers** and the past president of the Pittsburgh chapter of the **National Speakers Association**. Patty was named Women's Business Network's **2007 Woman of the Year** as well as one of **Pennsylvania's Best 50 Women in Business**.

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