



# Decluttering for Your Best Life

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# Today's Speakers



**Moderator**

Victoria Good  
Project Coordinator  
WorkWell NYC



**Presenter**

Helene Abiola  
Project XYZ Program Lead  
WorkWell NYC

# WorkWell NYC

WorkWell NYC seeks to create **workplaces** that help our employees live **healthy**, active lifestyles, and to provide health and well-being services, programs, and resources at the **worksite** and beyond.



# About Us



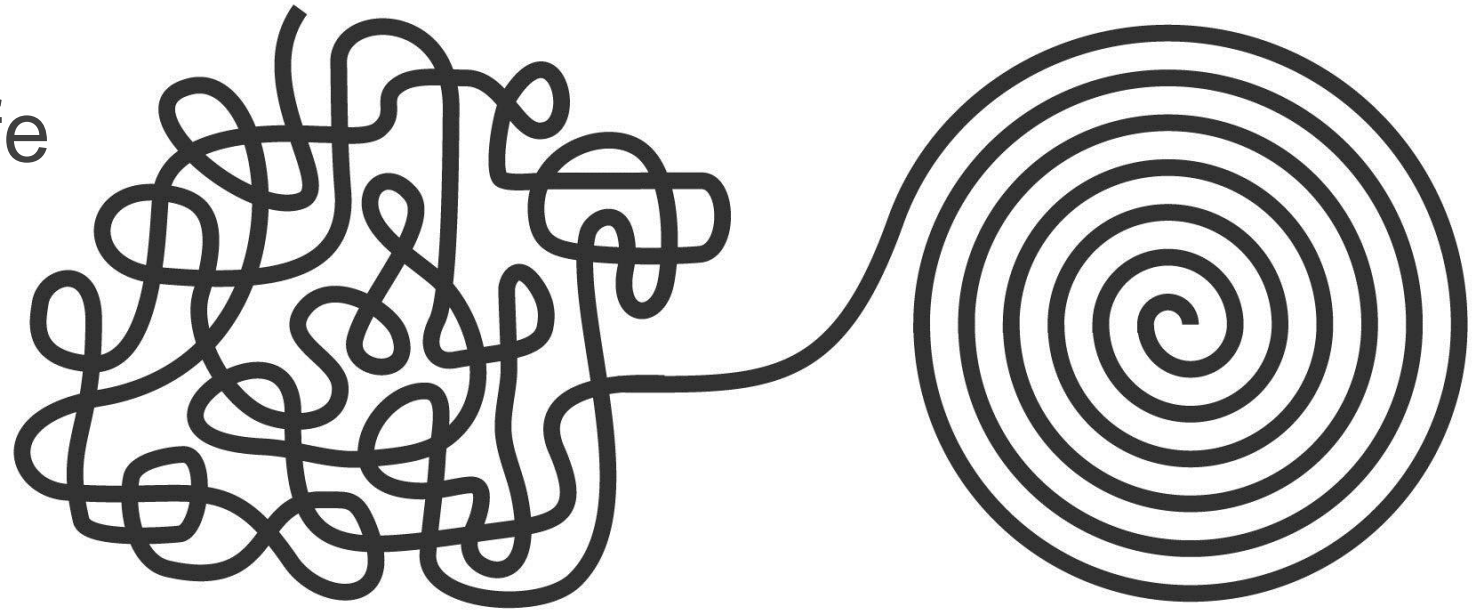
WorkWell NYC established Project XYZ to target the unique interest of the City's youngest employees: Generations **Y** and **Z**.

Project XYZ is a wellness community that encourages healthy, active lifestyles throughout our employees' public service careers.



# In this webinar you'll learn...

- What is clutter
- How clutter affects us
- How to declutter your home, workspace and life
- Practical resources and strategies to stay clutter free!



# Does Clutter Affect Your Life?

- Do you find yourself misplacing important documents?
- Do you find your self short on time or unable to prioritize the activities that are most meaningful to you?
- Are you often stressed by the thought of how many things you need to do in a day?
- Are you embarrassed to bring guests over because your home has stuff everywhere?



# What is clutter?

“Clutter is an overabundance of possessions that collectively create chaotic and disorderly living spaces.” -Dr. Joseph Ferrari





# Benefits of Decluttering

- Clearing
- Savings
- Space
- Time
- Stress Reduction
- It's Green!



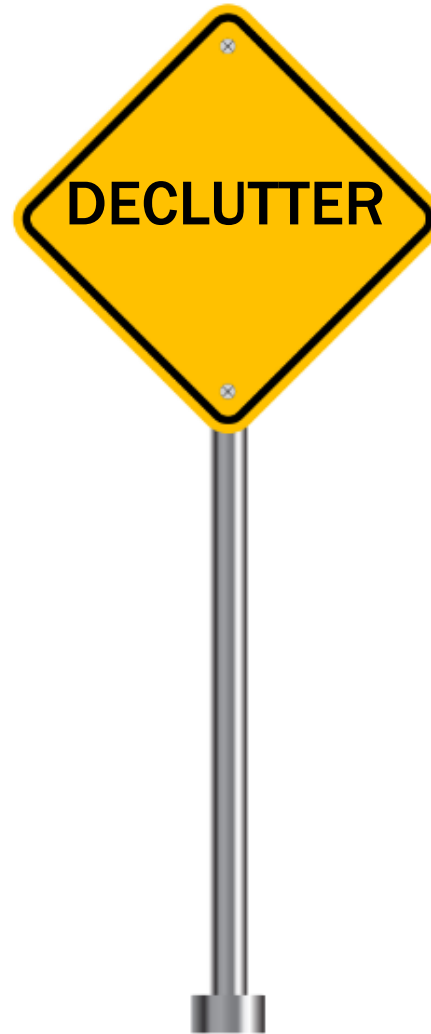


# Clutter and Mental Health

Research has shown that people who perceive their homes to be cluttered are more likely to be **depressed**



# If you were looking for a sign...



# Getting Started




# Three Primary Steps to Clear Clutter



# Decluttering at Home

# What Not To Do...

- 
1. Attempt to do it all in one day
  2. Run out and buy storage containers before decluttering
  3. Expect perfection
  4. Throw everything in the trash
  5. Throw away things that don't belong to you



# Sort it Out!

Label 3  
empty bins,  
cardboard  
boxes or  
trash bags



**TRASH**



**DONATE**



**RECYCLE**

# Things you might want to get rid of

- Items that are broken and beyond repair
- Things that are expired
- Clothes that are damaged or no longer fit
- Things you don't use



# Questions to Ask Yourself

**If you're on the fence regarding whether to keep something, ask yourself:**

- *When was the last time I used this?*
- *Would I buy this again today?*
- *Would I keep this if I were to move tomorrow?*
- *If it's broken or damaged is it worth fixing?*
- *Why do I have this?*
- *Do I need this?*





# Decluttering Your Day

# Decluttering Your Day

Let's call any activities that deplete you “**red time**”

- Ex: commute, stressful job, chores

Let's call any activities that recharge you “**green time**”

- Ex: working out, spending time with family or friends, reading



# Decluttering Your Day



Take out a notebook or piece of paper:

Red time

Green time





# Decluttering Your Day

*what my week really looks like*



## Red time

- Stressful Commute
- Job
- Laundry
- Cleaning the house
- Dropping kids off at school
- Paying bills
- Washing the dishes
- Preparing dinner
- Grocery shopping
- Packing lunch

## Green time

- Sleep
- Walking
- Family dinner





# Decluttering Your Day

*what I wish my week could look like*



## Red time

- Stressful Commute
- Job
- Laundry
- Cleaning the house
- Dropping kids off at school
- Paying bills
- Washing the dishes
- Preparing dinner
- Grocery shopping
- Packing lunch

## Green time

- Sleep
- Sports (Running, yoga, basketball, bike ride.)
- Art
- Meditation
- Taking a walk
- Long bath
- Reading a book
- Listening to music or podcasts
- Knitting
- Family dinner
- Hanging with friends
- A massage or pedicure



# Decluttering Your Day

- Can I delegate any of my red time activities to someone else?
- Can I give up any of my red time activities?
- Can I add in any more green activities?
- Can I turn any of my red time into green time?





# Decluttering Your Day

*what my week looks like now*



## Red time

- ~~— Stressful Commute~~
- ~~— Washing the dishes~~
- ~~— Preparing dinner~~
- ~~— Laundry~~
- ~~— Paying bills~~
- ~~— Grocery shopping~~
- Job
- Cleaning the house
- Dropping kids off at school
- Packing lunch

## Green time

- Reading an enjoyable book during commute
- Listening to music while doing the dishes
- Family dinner with a fun theme (taco night)
- 7-8 hours of sleep
- Taking an after dinner walk
- Being active during lunch break (bike ride, running, long walk or gym)
- Planning to connect with a friend via phone call or in person



# Decluttering at Work



# Decluttering at work

## Visioning

- Set aside a chunk of free time
- Think about your goal for your work space



# Decluttering at work

## Sorting

- Scan needed papers and save in folders on your computer
- Organize desktop files into folders
- Keep only one water bottle &/or coffee cup





# Decluttering at work

## Disposing

- Compost or throw away any expired food
- Toss dried out writing utensils
- Recycle any papers, calendars or newspapers that you don't need
- Delete digital files

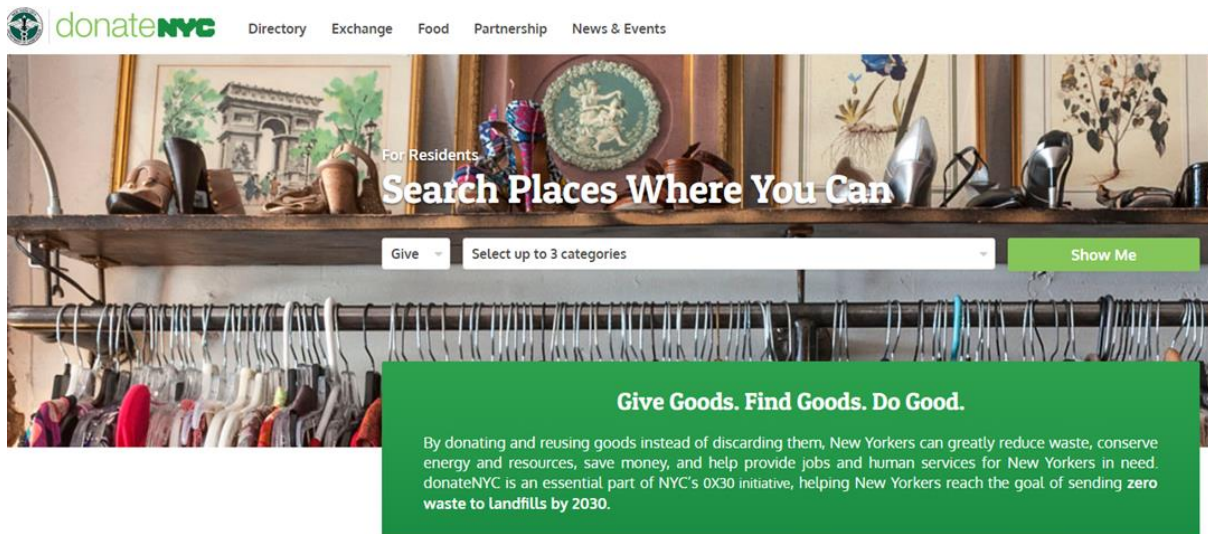


# Resources



# Donate what you don't need

[Nyc.gov/donateNYC](https://nyc.gov/donateNYC)



donateNYC Directory Exchange Food Partnership News & Events

For Residents  
**Search Places Where You Can**

Give Select up to 3 categories Show Me

**Give Goods. Find Goods. Do Good.**

By donating and reusing goods instead of discarding them, New Yorkers can greatly reduce waste, conserve energy and resources, save money, and help provide jobs and human services for New Yorkers in need. donateNYC is an essential part of NYC's 0X30 initiative, helping New Yorkers reach the goal of sending zero waste to landfills by 2030.





# Repurposing



- T-shirts → cleaning rags
- Textiles → stuff pillows, bean bag chairs, ottoman
- Mason jar → toothbrush holder
- Paper towel stand → watch holder
- Rusty bike → flower planter
- Socks with holes → puppets

# Tips to Keep Clutter at Bay



## At home

- Utilize the one in, one out rule
- Reverse hanger trick
- Have an “outbox” by the door

## Online

- Sign up for paperless billing
- Electronic unsubscribe services
- Delete or archive emails after reading

## On the go

- Bring your own reusable bag
- Go shopping with intention, not just because there is a sale

# Resources for more info

Donate NYC website

<https://www.nyc.gov/donatenyc>

Harmful products disposal guide printable

<https://materials.bwpronline.org/system/tdf/harmful-products-brochure-06310-f.pdf>

NY Times Article on Clutter

<https://www.nytimes.com/2019/01/03/well/mind/clutter-stress-procrastination-psychology.html>

Apartment Therapy – The January Cure  
(Great for any time of year)

<https://www.apartmenttherapy.com/collection/the-january-cure>

## Safe Handling & Disposal of Harmful Products

### Guide for NYC Residents



Appliances with  
CFC/Freon



Asbestos



Automotive  
Products



Batteries



Cleaning Products



Electronics



Gas Cylinders



Lawn & Garden  
Care Products



Medical Waste



Mercury-  
Containing  
Products



Paint



Pest Control

A guide to help you protect yourself, your kids,  
your loved ones, your pets, and your community.

[nyc.gov/safedisposal](https://nyc.gov/safedisposal)  
NYCSanitation • NYCzerowaste



sanitation

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# Questions?



# Tell us what you think!

Webinar Survey

1. How would you rate this webinar?
  - Excellent
  - Good
  - Fair
  - Poor
2. How would you rate the webinar platform GoToWebinar?
  - Positive
  - Neutral
  - Poor
  - Other - please state in the comments box below
3. Would you like a free trial of GoToMeeting, GoToTraining or GoToWebinar?
  - Yes please / I would like further information
  - No thanks
4. What country did you attend the webinar fr



We'd love to hear what you thought of today's webinar

[bit.ly/declutternycsurvey](https://bit.ly/declutternycsurvey)

# Stay tuned for more Webinar Wednesdays

## Staying Calm Under Pressure.

May 8, 12:00- 1:00 PM

## Got Loans?

May 22, 12:30 -1:30 PM





# WorkWell In-Person Events



## National Employee Health & Fitness Day

May 15, 2019, 12:00 -2:00 PM



## Project XYZ in the Mix

June 14, 2019, 5:30 – 8:00 PM



## MoveNYC 5k

June 20, 2019, 5:30- 8:00 PM

# Contact us...



[workwell@olr.nyc.gov](mailto:workwell@olr.nyc.gov) | [NYC.gov/workwellnyc](http://NYC.gov/workwellnyc)