



# ADHD FRIENDLY, 2-PHASE DECLUTTERING PLAN


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## PHASE I: SORTING

**Goal:** Touch everything in the space and keep only what belongs. This may take 5 minutes or several days depending on area or task.

### Gather 4-5 bins or bags for:

- Recycling & Trash
- Give Away (Donate)
- Belongs Somewhere Else
- Don't Know
- Sort Through Later




Create a holding spot for the bins once you're finished. There's no need to clear everything out right away—the goal is simply to clean the space now. Later, when you have time, you can sort through the bins one by one.

### Remember!

- Minimize movement to sorting
- Set aside containers for later
- Make a plan for emptying bins regularly

## PHASE II: ARRANGING

**Goal:** Arrange your space so it's visually appealing to you. This is when everything finds its "home" and may include purchasing new storage or moving in items from other spaces.



Functional means easy to access and put away. Avoid systems that are overly fiddley as you may not continue to use them even if they look nice initially. A successful system is one that you are able to maintain AND like.

- Choose baskets, bins, or containers that organize your space**
- Arrange Items in a way that is both functional & visually appealing (if desired)**
- Step back and check if the space feels finished and calming**