

# Give yourself the gift of a beautiful home



**CLUTTERBUG.COM** 

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# STEP BY STEP GUIDE & CHALLENGE

LIST OF 12 TO-DOS TO GET YOUR HOME READY!

**INSTRUCTIONS**: Follow along and check off the challenges as you complete them.

DECLUTTERING & ORGANIZING YOUR CLOSET
DECLUTTERING & ORGANIZING YOUR OUTERWEAR
DECLUTTERING & ORGANIZING YOUR KITCHEN
DEEP CLEANING YOUR KITCHEN
DECLUTTERING YOUR HOME'S HOT SPOTS
DEEP CLEANING YOUR MAIN LIVING AREAS
CREATING YOUR GIFT GIVING GUIDE
CREATING A GIFT GIVING & WRAPPING STATION
DECORATING & DECLUTTERING HOLIDAY DECOR
GETTING YOUR HOME READY FOR GUESTS
MEAL PLANNING
FINISHING TOUCHES



# STEP ONE

ORGANIZING & DECLUTTERING CLOTHING

#### We need to talk...

I want this holiday season to be stress-free, organized and effortless for you because, this year has been crazy! So much has happened! Let's end the year on a high note and start the new year off right.

A huge part of getting organized and in control is feeling organized and in control, and that starts with your appearance. If nothing else, I want you to feel fabulous this holiday season!

So, let's organize your clothing. I want you to put together some fall and winter outfits you love and relocate them to the front of your closet for easy access. Shop your closet, pair a jacket with a great scarf and discover some forgotten treasures that are hidden way at the back.

Take time to declutter and organize your closet, so that finding your clothing this holiday season is a breeze.



# DECLUTTERING & ORGANIZING YOUR CLOSET

STEP ONE

# Decluttering your closet

IT'S TIME TO LET GO AND GIVE YOUR CLOSET SOME MUCH NEEDED BREATHING SPACE. FIND THE FOLLOWING ITEMS AND DONATE THEM TODAY (EXCEPT THE UNDERWEAR, PLEASE DON'T DONATE THE UNDERWEAR)

- 1 ITEM THAT DOESN'T FIT
- 2 BATHING SUITS YOU DON'T LOVE
- 3 PJS THAT ARE WORN OUT
- 4 PAIRS OF HOLEY SOCKS
- 5 PAIRS OF OLD UNDERWEAR
- 6 PANTS THAT YOU WOULDN'T BUY AGAIN
- 7 TOPS THAT DON'T LOOK GREAT ON YOU
- 8 ACCESSORIES THAT YOU NEVER WEAR
- 9 T-SHIRTS THAT ARE OLD AND WORN
- 10 EXTRA ITEMS FROM YOUR BEDROOM

WATCH THE MOTIVATIONAL VIDEO THAT GOES WITH THIS WEEK HERE.



# ORGANIZE YOUR CLOTHING

STEP ONE

**INSTRUCTIONS**: Once you've decluttered, it's time to organize your clothing for the holidays. Take time to create some outfits that can be worn for different occasions and group these outfits in different sections of your closet to save time and effort during the busy winter months.



# BONUS BOOST

ORGANIZING & DECLUTTERING CLOTHING

# Want a little extra support?

Click below to watch this week's video tutorial and follow along!





HOLIDAY HOME CHALLENGE

# outerwedy



ORGANIZING & DECLUTTERING OUTERWEAR

#### Baby it's cold outside...

Whether you live somewhere where the weather gets chilly or not, now is the time to go through and declutter and organize your outerwear.

Almost everyone has too many pairs of shoes. If you aren't wearing them, they are just stealing your space and it's time to let them go.

For my family, now is the time of year I take inventory of our winter items, like hats, gloves, coats and boots. I purge anything too worn, too small or items we just never wear. Having less means that getting ready to go outside on those cold days is fast and putting everything away when we come home is even faster.

I also pull out all my fall scarves and boots and pack up the summer shoes and flip flops. Bring on the pumpkin spice latte's!

A big part of being organized is being prepared, so be sure you are ready for the cold and snow this year by decluttering and organizing your outerwear now.

# OUTERWEAR

STEP TWO

LET'S SEE WHAT YOU REALLY HAVE.

TAKE TIME THIS WEEK TO PULL OUT ALL OF YOUR COATS, BOOTS AND OTHER OUTWEAR AND PILE THEM INTO "LIKE" PILES.

#### **ASK YOURSELF THESE 3 QUESTIONS:**

- 1. DOES THIS FIT ME?
- 2.DO | LOVE THIS?
- 3. WOULD I BUY THIS AGAIN?

#### IF THIS ANSWER IS NO, THE ITEMS HAVE TO GO!

IT'S TIME TO GATHER YOUR:	HOW MANY DID YOU LET GO OF?
Sport or Play Coats	
Fancy Coats	
Snowpants	
DON'T FORGET TO PILE YOUR:	HOW MANY DID YOU LET GO OF?
Sport or Play Boots	
Fancy Boots	
Other Shoes you wear in Winter	
LAST BUT NOT LEAST, COLLECT YOUR:	HOW MANY DID YOU LET GO OF?
Mittens	
Gloves	
Hats	
Scarves	

WATCH THE MOTIVATIONAL VIDEO THAT GOES WITH THIS WEEK'S CHALLENGE HERE.



# ORGANIZING YOUR OUTERWEAR

STEP 2

NOW IT'S TIME TO ORGANIZE! CREATE HOMES FOR YOUR MITTENS, GLOVES AND SCARVES, AS WELL AS YOUR WINTER COATS AND BOOTS.



BASKETS AND HANGING SHOE ORGANIZERS WORK GREAT FOR SMALL ITEMS



# Want a little extra support?

Click below to watch this week's video tutorial and follow along!





# Eitchen

# STEP THREE

GETTING YOUR KITCHEN HOLIDAY READY

#### Let's get your kitchen holiday ready...

The holidays are a perfect excuse to bake all of your favourite holiday treats. Whether it's making hot chocolate on a cold winter's night, or baking sugar cookies, nothing fills your home with a more beautiful scent than something fresh from the oven.

Before we can celebrate with roasts and baked goods, it's important to take time **before** the holidays to take a serious look at your kitchen. When is the last time you checked the expiry date on your vanilla? Do you have enough flour for impromptu cookies? Do you have the perfect loaf pan? Do you have too many loaf pans? Is that one snowflake cake pan taking up an entire cupboard?

No matter what's in your kitchen, it's the perfect time of year to clean those hard to reach spots, declutter and re-evaluate your space. Take a little time and give your kitchen that love it deserves. You will feel better and your kitchen will thank you!

## ORGANIZING THE KITCHEN

STEP THREE

Before you can make your kitchen clean and beautiful for the holidays, you gotta clear the clutter. This isn't about tidying, this is about getting stuff OUT OF YOUR HOME!



It's time to search through your cabinets and drawers and ask yourself:

- 1. Have I used this in the last 12 months?
- 2. Do I love this?
- 3. Would I buy this again?

If the answer to these questions is no, it has to go.

- UNUSED COFFEE MUGS
- EXTRA DISHES
- FOOD STORAGE CONTAINERS
- STUFF UNDER KITCHEN SINK
- OUTGROWN CHILDREN'S ITEMS
- UNUSED WATER BOTTLES
- SCRATCHED POTS AND PANS
- EXPIRED FOOD
- UNUSED UTENSILS
- GADGETS THAT JUST TAKE UP SPACE

Watch the motivational video HERE.



# ORGANIZING THE KITCHEN

STEP THREE

# BONUS BOOST

GETTING YOUR KITCHEN HOLIDAY READY

# Want a little extra support?

Click below to watch this week's video tutorial and follow along!





# STEP FOUR

GETTING YOUR KITCHEN HOLIDAY READY

#### Let's get your kitchen holiday ready... part 2

Last week we took the time to declutter, organize and gently clean the kitchen. Amazing! You did it!

We're almost there.

**Today** it's time to really get our hands dirty and clean and disinfect the kitchen! The kitchen can be the hub of your house, whether you're making gourmet meals or reheating something in the microwave, the kitchen is vital part of any home. As such, the poor thing gets **a lot** of use and can get really dirty overtime.

I want you to focus on cleaning and disinfecting those high volume areas, deep dark cupboards and really anything you've been putting off for a rainy day.

Not sure where to start? No problem, I have made a checklist just for you!

Let's get started!

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# STEP FOUR

DEEP CLEANING YOUR KITCHEN

**IT'S TIME TO SCRUB!** Let's get your kitchen sparkling just in time for holiday baking, cooking and guests. Roll up your sleeves and clean the following spaces in your kitchen. Check them off when done!



Watch the Motivational Video Here.



# STEP FOUR

DEEP CLEANING YOUR KITCHEN

**LET'S NOT FORGET THE REAL MVPS OF THE KITCHEN!** Sure a clean fridge and stove is great - but have you ever had a cup of coffee from a freshly cleaned machine? No?! Let me tell you - it's life changing.

Check them off when done!

Clean the coffee maker
Clean the dishwasher
Clean the microwave
Clean under appliances
Wash the trash can & recycling bin
Disinfect cabinet handles & door knobs

# BONUS BOOST

GETTING YOUR KITCHEN HOLIDAY READY

## Want a little extra support?

Click below to watch this week's video tutorial and follow along!







DECLUTTERING YOUR HOME'S HOTSPOTS

#### Kick the clutter to the curb...

This week, we are tackling all of those clutter hotspots in your home and finally making time to tidy them up.

Does your dining table usually hold more random stuff than it does actual food? Are your kitchen counters piled with paper? Do you lose your keys in the mess by your front door?

It's time to tackle your home's clutter hot spots and create some new and organized spaces for that random clutter to go in the future.

This isn't about creating perfectly organized spaces, now is the time to recognize those areas of your home that attract mess and take the first step towards ending the cycle of clutter for good.

Watch the Motivational Video for this week HERE.



# STEP FIVE - HOT SPOTS

<b>IDENTIFY YOUR HOT SPOTS:</b> Take a look around your home and identify those areas that tend to get messy over and over again, no matter how often you tidy them up. What small changes can you make to stop the cycle of clutter in these areas?
HOT SPOT #1:
WHAT CAN YOU DO TO HELP MANAGE THIS CLUTTER IN THE FUTURE?
I TIDIED IT UP I DID SOMETHING SMALL TO FIX THE ISSUE
HOT SPOT #2:
WHAT CAN YOU DO TO HELP MANAGE THIS CLUTTER IN THE FUTURE?
I TIDIED IT UP I DID SOMETHING SMALL TO FIX THE ISSUE
HOT SPOT #3:
WHAT CAN YOU DO TO HELP MANAGE THIS CLUTTER IN THE FUTURE?
I TIDIED IT UP I DID SOMETHING SMALL TO FIX THE ISSUE



### CREATING HOMES FOR HOTSPOTS

WEEK FIVE

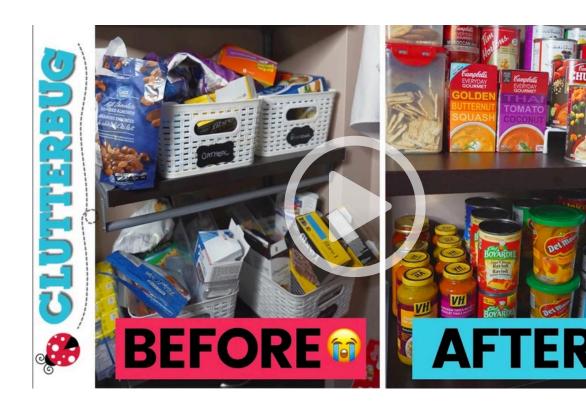
**INSTRUCTIONS**: Once you've decluttered and tidied up your hot spots, it's time to create homes for the items that naturally pile there. This could be as simple as a basket for your papers on your kitchen counter, or one for the clutter that ends up on your bedroom dresser. Maybe you need a charging station for your families phones or hooks for keys when you walk in the door. Don't overthink this! The simpliest solution is almost always the right one.





# Want a little extra support?

Click below to watch this week's video tutorial and follow along!



# living areas



I know cleaning can feel overwhelming and neverending, trust me, I have three kids.

The most important thing you can do when it comes to cleaning your home is changing your mindset. Crazy, I know. It's not how much time you have in a day or which area you start with, it's about being in the right frame of mind before you even begin. Don't overwhelm yourself with the amount of work you need to do or set yourself unrealistic expectations. Be kind to yourself and remember - progress over perfection.

If looking at your living area gives you anxiety or overwhelms you, take a step back and break it up into bite-sized chunks.

Instead of thinking "this house is a mess and I'll never get it all done", try replacing that thought with "I only need to clean one small area right now". Focus on one goal and set yourself to it!

Let go of the negative mindset and focus on how amazing it feels to just get one area clean! It's amazing what starting one task can lead to.



### SETTING UP FOR SUCCESS

**INSTRUCTIONS**: Let's take a moment and think about your living space. What are your initial thoughts? What do you want to accomplish? Mapping out clear goals will help you acheive them!

**⊘** EXERCISE #1: BEFORE CLEANING

HOW DO I FEEL PRIOR TO CLEANING?

LIST SOME POSITIVE THINGS THAT WILL COME FROM CLEANING YOUR HOME TODAY...

MY GOAL FOR TODAY IS...

Watch the Motivational Video Here.



# DEEP CLEANING LIVING AREAS

STEP SIX

**INSTRUCTIONS:** It's time to make your living areas the cozy, clean and relaxing spaces that you and your family deserve. Let's get these spaces ready for family gatherings, just in time for the holidays.

- TIDY & ORGANIZE THE SPACE
- CLEAN THE COBWEBS
- DUST OFF THE BLINDS/CURTAINS
- CLEAN ANY SCUFFS ON THE WALLS
- SPOT CLEAN ANY STAINS
- DUST ELECTRONICS & KNICK KNACKS
- WIPE DOWN FURNITURE AND DECOR
- CLEAN UNDER FURNITURE
- VACCUM & MOP





### WORKSHEET 8

**INSTRUCTIONS**: Let's take a moment and think about what you have achieved so far. Acknowledge your hard work and reward yourself for a job well done.



HOW DO I FEEL AFTER CLEANING?

WHAT DID I ACCOMPLISH?

WHAT CAN I DO EVERYDAY TO KEEP IT CLEAN AND TIDY?



# Want a little extra support?

Click below to watch this week's video tutorial and follow along!







#### Congratulations! You're half way there!

So I don't know if you've checked your calendar lately, but the holidays are fast approaching! It's time to make a budget and let's get ready to shop!

This week is the perfect time to start your holiday gift buying because it's Black Friday and Cyber Monday sales all week long!

Before you begin your holiday shopping spree, it's time to plan, budget and organize your gift giving.

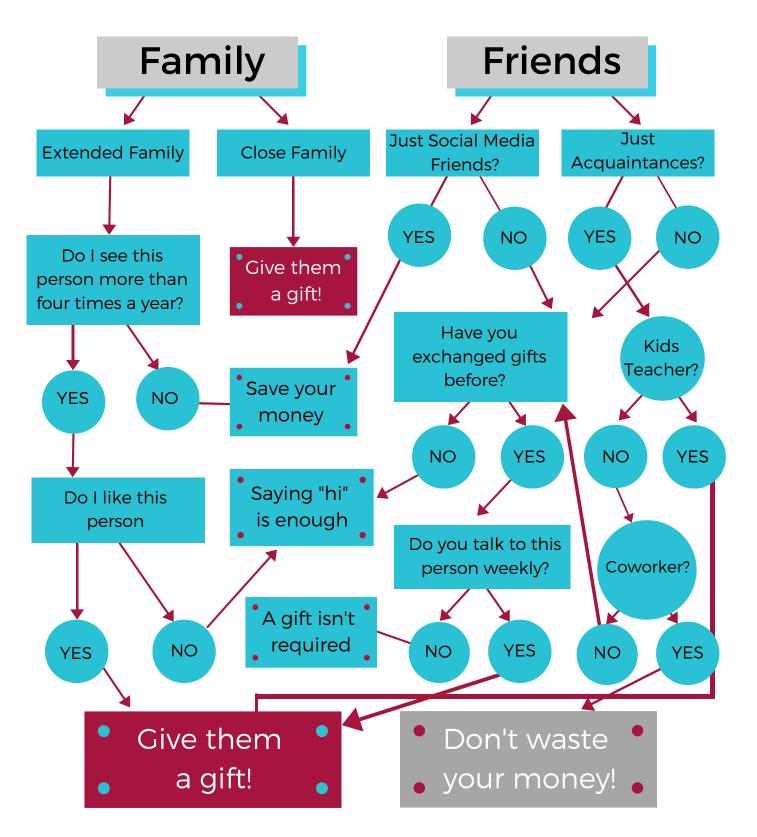
Simply having a gift guide filled with ideas for loved ones can really help reduce stress and save you a lot of shopping time too.

So grab a pen and let's create your Gift Giving Guide today!

Watch the Motivational Video Here.



# Gift Giving Guide



# Gift Giving Guide



GET YOUR HOLIDAY GIFT GIVING LIST ORGANIZED

NAME	GIFT IDEAS	BUDGET	STORE	$\odot$	

# Gift Giving Guide



GET YOUR HOLIDAY GIFT GIVING LIST ORGANIZED

NAME	GIFT IDEAS	BUDGET	STORE	$\odot$	

#### BONUS BOOST

GIFT GIVING GUIDE

#### Want a little extra support?

Click below to watch this week's video tutorial and follow along!





#### STEP EIGHT

GIFT WRAPPING STATION

#### Let's get crafty!

It's finally time to wrap those gifts! I know this may seem a little early for some or even late for others, but I recommend buying and wrapping as many gifts as you can the month before the holidays, to avoid any last minute shopping stress and to save you time and money. Hear me out, if you have all your gifts purchased and wrapped before the holidays, you're less likely to buy those "last minute deals" and avoid "out of stock items".

My favourite part about gift giving is always the surprise. Seeing the surprise in someone's eyes as they open that unexpected gift is just priceless. This week we are going to focus on creating a wrapping station and finding the perfect space to hide your holiday gifts.

Let's get organized for effortless gift giving now!

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## CHECK OUT THESE GIFT WRAPPING STATIONS











#### CREATE A WRAPPING STATION

STEP EIGHT

**INSTRUCTIONS**: You've done all the hard work, you've picked out the perfect gifts AND you brought them home. Amazing! Now it's time to give yourself the space and environment to get them all wrapped up for your friends and family.

Pick an ideal space for gift wrapping
Clean and tidy around your designated space
Find storage solutions (bins, hanging organizers, rods, pegboard, command hooks etc)
Gather and/or buy supplies (wrapping paper, tape, bows, name tags, scissors ect.)
Start wrapping!
Check names off of your Gift Guide as you go.
Check Harries on or your ont odide as you go.
Clean up the supplies



#### Hide those presents!

**INSTRUCTIONS**: Whether you're hiding the presents from your partner, children or even yourself, it's important to keep those gifts tucked away. You've spent all that time researching, purchasing (or making), and wrapping your presents, you don't want the surprise to be ruined! Let's find the perfect spot to hide your holiday gifts.

1 Your underwear drawer!

Inside suitcases!

! 2

3 Laundry hamper!

The Attic or Basement!

4

5 Extra bins! Label them things like "Taxes"

Watch the Motivational Video HERE.

#### BONUS BOOST

GIFT WRAPPING STATION

#### Want a little extra support?

Click below to watch this week's video tutorial and follow along!



# decorate & declutter

#### STEP NINE

DECORATING & DECLUTTERING HOLIDAY DECOR

#### The moment we've all been waiting for...

I may have said in the past, but **this** really is my favourite week of this challenge! I love pulling out all of my holiday decor and making my home cozy and beautiful for the holidays. The lights, the colours and the smells of Christmas just give me all the feels.

I like to setup about a month before the holidays, so I can enjoy the decorations and scented candles for as long as possible (without my husband complaining that it's too early).

Start by pulling out all of your holiday decor, lights and tree into a big open space. If you don't have any - no worries - you can still refresh your space and add some amazing scents to your home.

Go through your decor and decide what theme or style you want to achieve this year. If there's anything you're not in love with, set it aside to sell or donate.

Rally up your family and start decorating!



#### DECLUTTER & DECORATE

WE'RE ALMOST THERE!

**INSTRUCTIONS**: These simple steps will make decorating this year a breeze! I recommend gathering friends or family to help you out!

- 1. Pull out all of your holiday decor
  - a. Decorations, lights, tree, stockings etc.
- 2. Decide what style/theme you want to achieve this year
- 3. Go through ALL your decorations and decide what you can sell or donate
  - a. If you haven't put out an item in the last 2 years it needs to go
- 4. Put out your decorations
- 5. Make a centrepiece
- 6. Pick a signature scent
  - a. Candles or essential oils
- 7. Hang up your stockings
- 8. Set up or buy your tree
  - a. Decorate your tree
- 9. Hang outdoor lights
- 10. Place outdoor decor
- 11. Enjoy a hot chocolate!

Watch this week's video HERE.



#### DECLUTTER BINGO!

**INSTRUCTIONS**: If you're not sure where to start, try finding a few of the ideas below that you can donate or let go of. Extra points if you make a "X", "T", or "4 corners".

В	I	N	G	0
Table Linens	Broken ornament	Garland	Old tree topper	Snow globe
Old stocking	Ribbon	One sting of lights	Candle	Dated tableware
Broken figurine	Tinsel		Burnt out lights	Throw pillow
Weathered wreath	Dated decorations	Unused Christmas Tree	Ornament	Singing Plush Decor
Old homemade decorations	Old name tags	Pine cones	Figurine	Fake snow

#### BONUS BOOST

DECORATING & DECLUTTERING HOLIDAY DECOR

#### Want a little extra support?

Click below to watch this week's video tutorial and follow along!



time for quests

#### Your home's looking great - now it's time for the festivities!

We have a huge family, and I love hosting friends and family during the holidays.

This year is all about making real connections and spending quality time with the people we love the most. I want to spend this holiday season *enjoying* my friends and family, not stressing and endlessly preparing for their arrival.

This week, let's get our homes prepared for those expected (and unexpected) guests. ♥



#### **OVERNIGHT GUESTS ESSENTIALS**

#### SLEEPING

- Light/night Stand
- Outlets/extension cords for charging electronics
- Water bottles
- Clean bedding

#### GENERAL

- House key if extended stay
- Wifi password
- Books/magazines

#### EATING

- Coffee/tea & beverages that your guests enjoy
- Favourite snacks
- Meal plan based on preferences, allergies etc.

#### **BATHROOM**

- Extra towels & washcloths set out
- Place travel toiletries in a basket (toothpaste, soap, shampoo, razors etc.)
- Gather Tylenol, Benadryl, Tums etc. in a basket
- Be sure to have a waste basket in each bathroom
- Provide a laundry hamper for wet towels to go



#### GUEST PREP CHECKLIST

**INSTRUCTIONS**: These simple steps will have you ready for guest in no time!





#### Want a little extra support?

Click below to watch a few bonus videos!









#### The real reason everyone loves the holidays... food!

Nothing brings my family together like the smell of freshly baked goods. The holidays are a perfect time to whip out those baking sheets and make some cookies!

With all the excitement, shopping and holiday parties, it's easy to forget to plan dinners or run out of a key ingredient while cooking or baking.

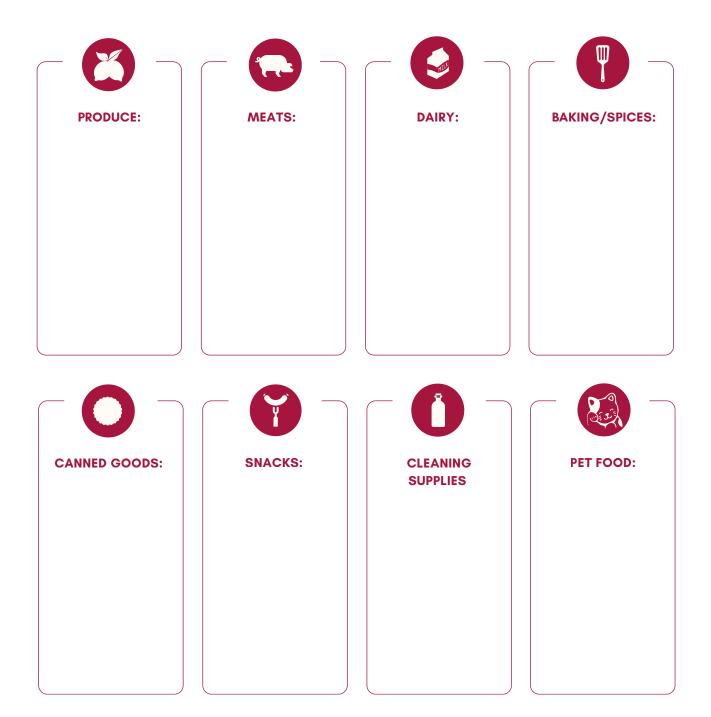
To avoid constant take-out or baking mishaps, it's important to meal plan and stock up on the holiday essentials. Not only will you know what you are having for dinner each night, but you will have plenty of tasty treats on hand for your family and even those unexpected guests.

Try to carve out some time this week to do a little meal planning, holiday food shopping and hopefully even some baking too.

Watch this week's motivational video HERE.



#### GROCERY LIST





#### MEAL PLANNING



MONDAY	TUESDAY	WEDNESDAY
THURSDAY	FRIDAY	SATURDAY
SUNDAY		



#### FOOD TO HAVE ON HAND DURING THE HOLIDAYS

#### **BREAKFASTS**

Cereals, English Muffins, Eggs, Pancake Mix, Bacon, Bread. Fresh Fruit

#### FROZEN MEALS

Pizzas, Lasagnas, Chicken Pot Pies, Shepherd's Pie, Chicken Fingers, French Fries, Soups

#### **BAKING SUPPLIES**

Flour, Sugar, Brown Sugar, Powdered Sugar, Oil, Baking Soda, Baking Powder, Cocoa Powder, Cinnamon, Butter, Eggs, Milk, Heavy Cream

#### **SNACKS**

Mixed Nuts, Cheese, Crackers, Sausage, Deli Meats, Cocktail Shrimp, Chips, Cookies, Fruit, Vegetables, Dips

#### **BEVERAGES**

Milk, Tea, Coffee, Juices, Bottled Water, Pop, Egg Nog, Alcoholic Beverages





#### Want a little extra support?

Click below to watch this week's video tutorial and follow along!



# finishing touches

#### STEP TWELVE

FINISHING TOUCHES

#### You did it!

In just 12 steps, we have made some incredible transformations! Whether you did just one step or all twelve steps, you should be proud. This challenge wasn't about creating a perfect, Pinterest-worthy home for the holidays; this was about breaking up the tasks into small tasks so that your holiday prep was easy and stress-free.

Life can be a little overwhelming sometimes, it's important to make time in the day to have a warm, inviting and relaxing home. When your house is clean and organized, it makes you feel good, and that is what this is really all about.

I wanted to take a second and thank you for joining me on this journey. I always feel inspired when I read your comments and see your photos! Your participation really encourages me and everyone else who is trying to get their home and life under control.

Watch the Motivational Video Here.



#### LAST MINUTE CHECKLIST

TASK
Quick tidy & spot mop
Clean the bathrooms
Quick wipe/dust of all surfaces
Create signature scent or light a candle
Final small grocery shop and last minute meal prep
Celebrate family traditions
Enjoy your beautiful home!
QUICK REMINDERS



#### FINAL THOUGHTS

**INSTRUCTIONS**: We're done! It's time to take a moment and think of all the things you've accomplished while completing these 12 steps.



#### EXERCISE #1: INITIAL THOUGHTS AND FEELINGS

BEFORE I FELT...



ONE WORD TO DESCRIBE YOUR HOME BEFORE













MY BIGGEST STRUGGLE WAS...









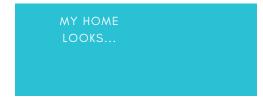








EXERCISE #3: FINAL THOUGHTS





















#### BONUS BOOST

FINISHING TOUCHES

#### Want a little extra support?

Click below to watch this week's video tutorial and follow along!





### A NOTE FROM THE AUTHOR

Hi, I'm Cas!

Recovering Super Slob turned Organizing Expert, and I can't wait to help you transform your home and life too!

After years of struggling with clutter and organization, I realized something that would change my life forever; I don't organize in the traditional way. I discovered that there are, in fact, four different organizing styles. Once I knew my style, I was finally able to design a system that worked for me and stayed organized for good.

I'm now on a mission to spread the Clutterbug Organizing Philosophy and help other families who struggle with disorganization and clutter. I offer free education and ideas through my YouTube videos, Podcasts, Blog and my amazing online Facebook support group. I've been able to help over 500,000 families transform their lives through organization and now it's your turn!

## "Organizing should be an olympic event!"

-Someone on the internet

Cassandra Aarssen











# THE FUTURE BELONGS TO THOSE WHO BELIEVE IN THE BEAUTY OF THEIR DREAMS.

ELEANOR ROOSEVELT