



# Why DIY with Dee's Downsize & Declutter?

Creating peaceful and productive living and working environments is the motivation for all I do at Dee's Downsize and Declutter. I want you to be at peace in your home and with your process. This DIY Organizing plan allows you to take charge of your project with just enough structure to get you past overwhelm and on the road to successful organizing.



## Maximize Your Time

DIY Organizing is perfect for busy people who may not be able to carve out 2 or 3 hour in-person sessions. If you work better in short bursts of activity spread throughout the day, this model will help you get unstuck while giving you a plan of attack to maximize your time.

## Reduce Stress

DIY Organizing helps you create space and order . . . which means less stress for everyone!

## Improve Productivity

Once you've organized, decluttered, and maximized your space you will find that your home operates more efficiently and with less effort. This leaves more time for FUN!!

## Create a Beautiful Space

Most people find that rethinking their *stuff* and how it fits in their space allows them to express their creativity. Your decorating is more likely to reflect your passions. And less stuff means an opportunity to highlight your best and your favorite!

## What it Costs

Dee's Downsize and Declutter's DIY option is **\$250 for a 30-day plan**. You are paying for an on-site visit, a written plan, three accountability calls, and access to me if you get overwhelmed or have questions.

## How it Works

Determine your top project priorities with the Client Self-Assessment, then follow the four phases in the DIY Organizing plan: Assess, Evaluate, Plan the Project, and Availability & Accountability.



Dee Selby, Professional Organizer & Productivity Coach  
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## **Phase I: Assess**

- Use the CLIENT SELF ASSESSMENT to determine where you need to focus your energy. Once you've selected those areas, pick and number your TOP 3 priorities.
- Give those priority projects a written end-game statement. For example: *I want my office desk to be clear of stacks and piles of paper, and I want it to be a place where I can work, read, and reflect.*
- Take BEFORE photographs of these areas, being sure to get all four walls, under beds, inside closets, etc. Send those pictures to [dee@deesdeclutter.com](mailto:dee@deesdeclutter.com)
- Schedule an appointment for an in-person look at your project.

## **Phase II: Evaluate**

- Dee will spend about two hours with you, walking through your entire home and focusing on your priority areas.
- During this time, Dee will take pictures to supplement yours, ask questions about what you'd like to accomplish, and help you set a realistic timeline for your 30-Day project.
- You will receive first steps to accomplish while the greater plan is mapped out.

## **Phase III: Plan the Project**

- Dee will review all the photos and factor in the timeline to create a written project plan.
- Even a DIY project will make a mess while it is underway. We will try to minimize the chaos by strategically working through the process.

## **Phase IV: Availability & Accountability**

- As you work your DIY plan you will invariably have questions or concerns – and you might get overwhelmed! If this happens, text or email Dee. You will receive a text, email, or call back when she is available (in less than 24 hours).
- Accountability Calls – At the beginning of the project we will schedule three weekly 30-minute accountability calls to determine if the project is on track or needs adjusting.



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## CLIENT SELF ASSESSMENT

### SPACES I WOULD LIKE TO ORGANIZE

#### Entry Areas

- Entry Table
- Coat Closet
- Mudroom (Coats/Hats/Boots/Purses)
- Utility/Laundry Room
- Staircase

#### Kitchen

- Pantry
- Junk Drawer
- General Cupboards and Drawers
- Other \_\_\_\_\_

#### Dining Areas

- Dining Room Table
- Buffets, China Cabinets, Other Storage Areas

#### Living Areas

- Items On the Floor
- Coffee Table
- Entertainment Center
- Bookshelves
- Collections (CDs, Videos, Books, Art Objects)
- Other \_\_\_\_\_

#### Bathrooms

- Linen Storage
- Countertops
- Cosmetics And Beauty Supplies
- First Aid
- Basic Hygiene Products

#### Home Office

- Mail Center
- Filing
- Desktop Clutter
- Storage Closets
- "To Do" Box Or "In" Box
- Phone Message Center
- Online Organization

#### Garage/Outdoor Spaces

- Gardening Area
- Tools
- Seasonal Items
- Long---Term Storage

#### Children's Spaces

- Bedroom
- Toy/Play Area
- Closet

#### Master Bedroom

- Closets
- General Upkeep
- Underbed Storage

#### Storage Spaces

- Hallway Closets
- Basement
- Attic
- Storage Units



## CLIENT SELF ASSESSMENT

### SYSTEMS I WOULD LIKE TO INTEGRATE

#### Important paper systems

- I need a system for dealing with the daily incoming paper.
- I need a system for storing tax record information.
- I need a system for family medical history.
- I need a general filing system.
- I need a system for children's papers.
- I need a system for memorabilia and photos.
- I need a system for reading material.

#### Family calendar system

- I need a way to track my family's comings and goings.
- I need a way to mesh calendars with family members.

#### Financial systems

- I need a system for paying my bills.
- I need a system for tracking my finances in general.
- I need a budget that works for me.

#### Clothing system

- I need a system for my children's dirty clothes.
- I need a system for getting clean laundry folded and put away.
- I need a system for organizing what's in my clothes closet.

#### Pickup system

- I need a daily and weekly pickup system.
- My children need a system for putting toys and games away at the end of the day.
- My children need a system for organizing their backpacks and schoolwork.

#### General systems

- I need a household cleaning system and/or chore charts.
- I need a system for storing outdoor toys and games.
- I need a home project completion system.