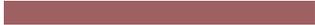




CREATING SPACE
For the Life You Want

Veronica Boccinfuso



What's Inside

| What to Expect

| Meet your Professional Organizer
Veronica Boccinfuso

| Impacts of Clutter

| R.E.A.S.O.N.S

| Reflection

| Organizing & Strategies

| Cast a Vision



Welcome, Ladies!

MY aim is to guide you through releasing items that you no longer love or need, and organize your home to improve its function, look and flow. Let's be honest, we have been cooped up in our homes more than usual this last year. Without having guests over perhaps we have let some things slide and to have clutter to pile up – creating a home that feels stagnant and drab. Lets refreshen up your space together!

let's get started!!



Before we Start

Congratulations on setting the intention to actively learn and make changes to increase the joy at your home!

The impact from having a de-cluttered, organized and refreshed home is huge! Life changing. Our home environment impacts how we feel, how we move throughout the day, and how we recharge at the end of the day. I'm thrilled to guide you along this journey.



Handouts

- Purging Guide
- Organizing Process
- CODE Method
- Homework 1.1 to 1.5

Challenge Objectives

Following this Workshop You will have learned:

- How to become aware of the underlying reasons clutter and disorganization occur
- Practice self reflection on your habits, beliefs and current ways of doing things that aren't working for you
- Understand the link between clutter & disorganization and your well-being
- Learn strategies on how to maintain an organized home, even with other household members!
- How to approach an organizational project and to break it down into manageable steps
- How to 'CODE' items to store them in an organized way
- Improve your wellbeing through facing those areas in your home that caused stress and heavy emotions
- Proudly welcome people into your home
- Create a happier home through home organization



Veronica Baccinfulso



ABOUT ME

- Bachelor of Commerce
University of Calgary
- Certified Professional
Organizer & Decorator
- Owner of Happy Place Spaces:
Offering Home Beautification
- Feng Shui Student,
pursing certification as a
consultant
- Owner of Professional
cleaning business for
10 yrs
- Director of Wine,
Women & Well-being
Airdrie

Our wellbeing is influenced by many facets: our diet, exercise, lifestyle, finances, social connections and our home. It is my deep belief that the state of our home influences how we feel and move through our days. A cluttered home creates extra weight on our shoulders, feelings of overwhelm and negatively impacts our wellbeing. The thing I love about home beautification is that it is within our ability to control. We can put in the work to create a space that allows us to feel peace and joy. It is my passion to helping others achieve a Happy Place at home.

Together, we will discuss your vision for your home and transform it into a functionally beautiful space – into your Happy Place!

www.happyplacespaces.com

I can't wait to get started!

-Veronica B

Impacts

Before focusing on the fun part of organization –making things look prettier, we are going to do a brief overview into the impacts of clutter on our well-being. By learning about the reasons behind disorganization and clutter and inquire deep to bring awareness for our unique feelings and habits that have led you to today.

IMPACTS OF CLUTTER & DISORGANIZATION ON OUR WELL-BEING

Clutter negatively impacts three major areas of our life: our health, finances and time. I want you to have the happier home you desire. My hope is that by learning these consequences and impacts of disorganization/clutter you will feel more motivated in carving out the time, energy and focus to do the work throughout this course to improve you and your family's well-being.

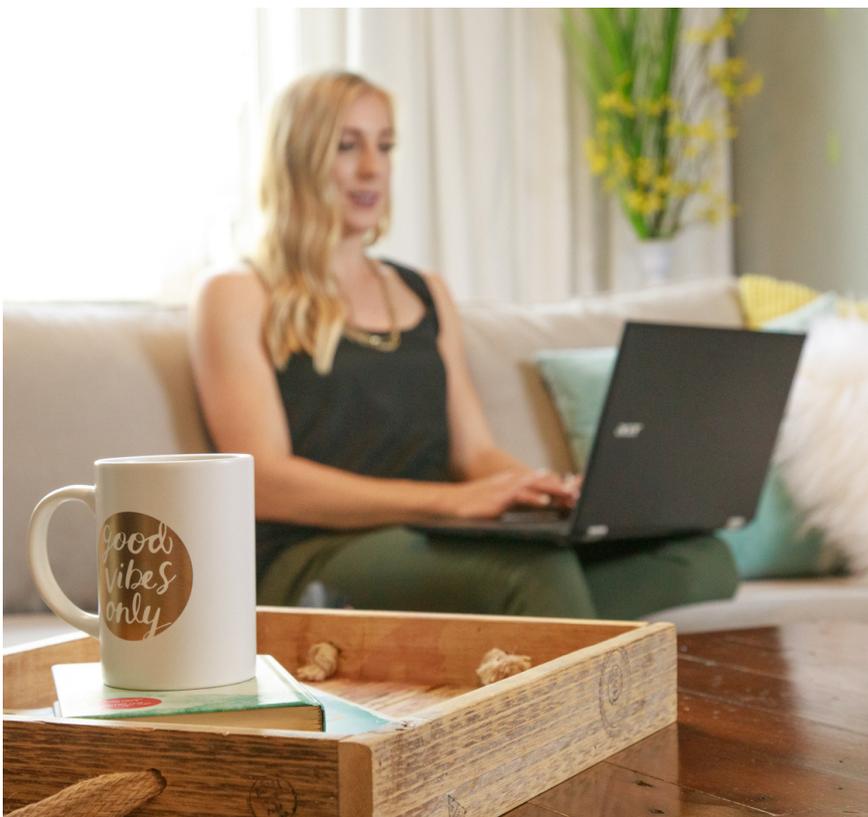


Health

Both our physical health and our mental health can be impacted by living in a cluttered and disorganized home. Let us start with physical health, most often it's the state of our kitchen that can impact our food choices. For example, when the pantry or fridge is overstuffed, it makes it harder to create clear meal plan ideas, we can find ourselves overwhelmed and turning to quick easy (and often unhealthy) snacks, takeout or fast food. Another example is if the countertops are full, it makes it less enjoyable and welcoming to cook and prepare healthy meals, which again leads us to making poorer food choices.

Seeing clutter around your home constantly reminds you that you have unfinished tasks/projects, which causes us to feel overwhelmed, worn out, tired, and loose energy. We may be embarrassed to having friends over (or show our space on a video chat) which can result in less social interactions, and a sense of isolation. Lower self confidence occurs. This impacts our mental health.

Often disorganization and clutter leads to tension within a family, after all who's responsibility is it to clean it up? How often do you find yourself arguing with family members over the state of the home? The added stress from a cluttered and disorganized home not only impacts our happiness, wellbeing, sleeps and nutrition, but stress alone has an impact on our physical health. If we look at these impacts of clutter, it sounds like doctor's orders would be to go through the items your home to purge, downsize and organize!



Homework 1.1

- Take ten minutes and walk around your home. Note down any areas that cause you stress, then rank from highest to lowest.
- Next, close your eyes and imagine the area that troubles you the most being clean and tidy.
- What would you do with this space? How do you want to feel in this space?

Finances

Clutter is usually created through the accumulation of purchases over time.

Why do we buy items? Good marketing or an emotional trigger can make us believe we need an item, so we purchase it, spend money on it and feel a temporary shopping high only to find ourselves not actually needing the product, using it or loving it... and perhaps regretting the purchase.

Over time as this happens again and again, we can end up with a lot of accumulation. This money could be better spent in other areas that bring about lasting joy!

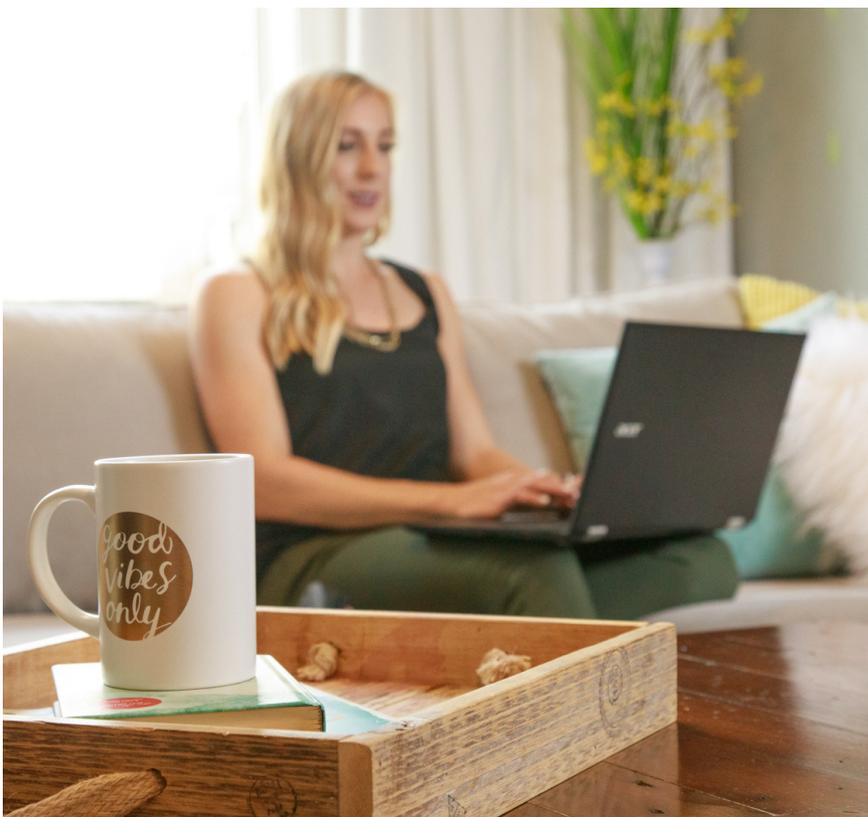


How often had you needed to re-purchase an item you had before because you couldn't find it? This is another way that clutter can hinder our finances. Organization & minimalism is the answer!



Homework 1.2

- Write down the last five items you purchased.
- Did you actually *need* the item?
- Did you have space for it?
- Did you have the money for it?
- Could you have borrowed it, or made use of another item?

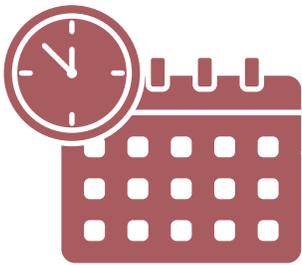


Time

A tidy home is easier to clean, find things you need, and saves you time. The opposite is also true.

When we have a disorganized home we waste time looking for items, or moving items to access a countertop or surface area again and again. It takes longer to clean. More effort is required to put things away if you don't have a pre-planned spot to properly store your items.

Added up, this can add precious time (and frustration) to your morning routine and meal times.

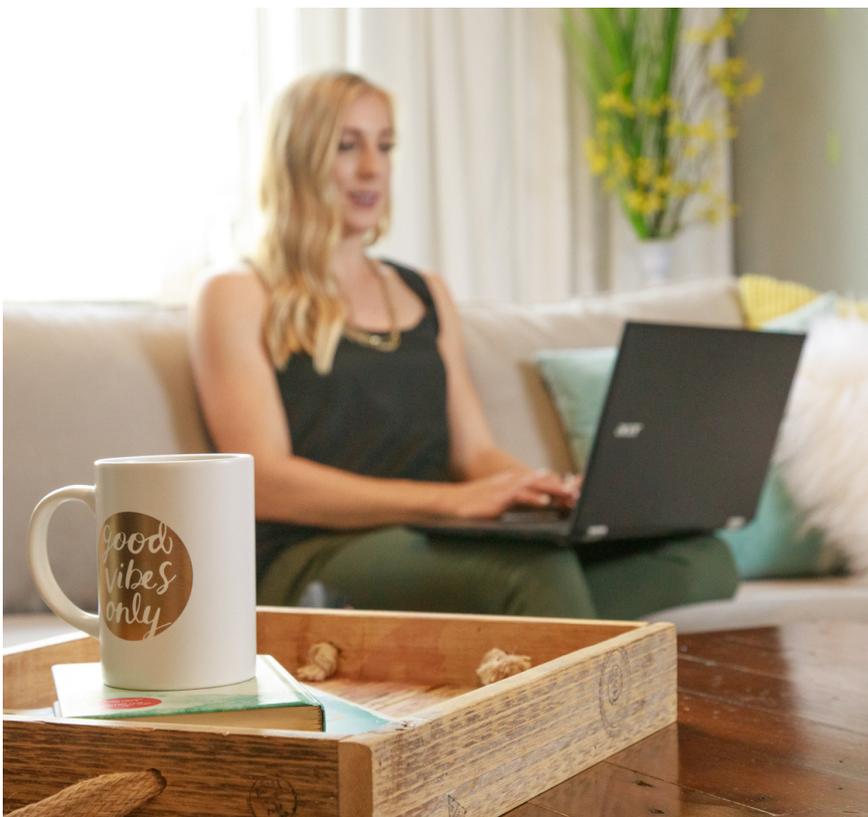


How often is time a factor in accomplishing your cleaning to-do list?



Homework 1.3

- What was the last item you couldn't find when you needed it, and why?
- Take a moment to go find that item and create a designated spot for it, and put away this item in this spot after each use moving forward!



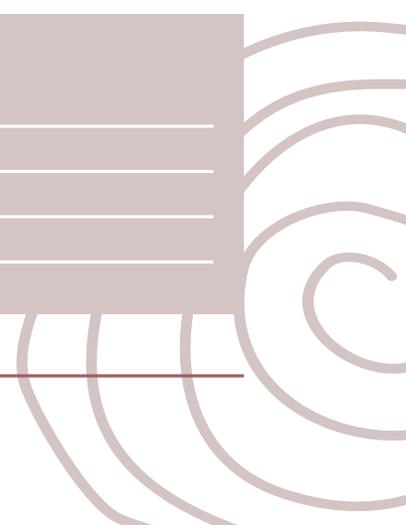
Reason

REASONS CLUTTER AND DISORGANIZATION HAPPENS

If disorganization is so harmful to our well-being, how come it occurs? Here are the top reasons we collect clutter followed with tips on how to overcome these habits and natural tendencies.

- RETAIL THERAPY
- EMOTIONS
- ALLOCATING TIME
- SENTIMENTAL
- OVERWHELM
- NOT ABLE TO SAY NO

Notes:



Retail Therapy

Shopping can be an activity we turn to in order to distract ourselves from stressful times, avoid doing what we 'should' be doing or to boost our mood by enjoying the adrenaline rush that comes from purchasing new items.

Though once we get home, we may find ourselves without a place to keep it, an occasion to wear it to, or regret spending our money on it. Another way we can accumulate clutter is by taking 'advantage' of sales or bulk purchases.

Reflect on your shopping habits. Look for ways to adjust your habits to improve your overall wellbeing. Be mindful of what you buy. To help control these triggers, you can put some boundaries and rules into your life to help make the decision making process when considering new items easier.

- Ask yourself: "Do I need this? Can I Afford it? Do I have a place for this? Could I rent or borrow this from a friend instead?"
- You can also use the '24 Hour Rule' and walk away from an item, if 24 hour later you find it makes sense to purchase, you can go back or order online.
- Replace this need for enjoyment by something else you like to do, such as yoga, call a friend, go for a walk, read a book, watch a movie, cook or bake, start a project.
- Safeguard yourself by booking plans on Saturdays (or your usual shop time) if this is usually when you go shopping.



Notes:

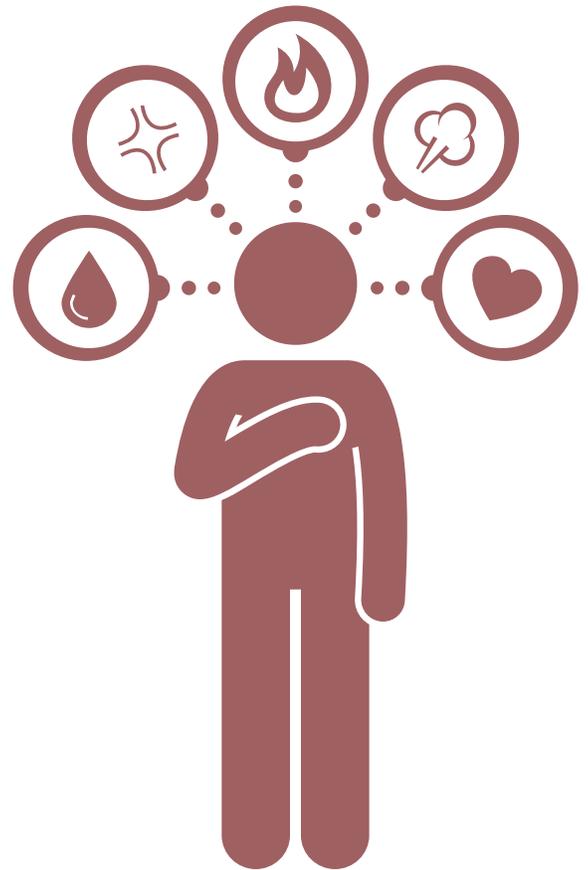
Emotions

Items hold energy, and with that our belongings can bring about a variety of emotions, whether its: joy, love, excitement, anger, disgust, fear or sadness.

How many items can you label with these emotions? Does something bring you joy? What type of emotions you do want to have?

Surround yourself with items that help encourage feel-good emotions.

Honorably let go of the others. You need to make decisions with your head and the heart. It will be hard to release the emotional ties to certain items, but pushing through is where you will start to break the connection with stuff and start reclaiming your space.



Notes:

Allocating Time

Disorganization and clutter can occur from lack of setting aside time to go through it. Wondering why organizing our home gets pushed back to to-do list, especially since it is so important to look and feel of our home? Well, often it is overwhelming or its a dreaded activity. You know that amazing feeling of having a clean home? It feels just as good to have an organized home. I want this for you!

Do you want it? What holds you back from managing clutter and disorganization on a routinely basis?

Keep your health, finances and time in mind top assist you to overcome excuses to not prioritize time to organize and declutter. Time saving comes after you complete the first cycle of the process. We don't naturally have this time, we need to schedule it in. Perhaps daily, weekly, monthly or yearly. By creating purposeful and new routines we can build healthy organizational habits in that are manageable and help combat clutter.



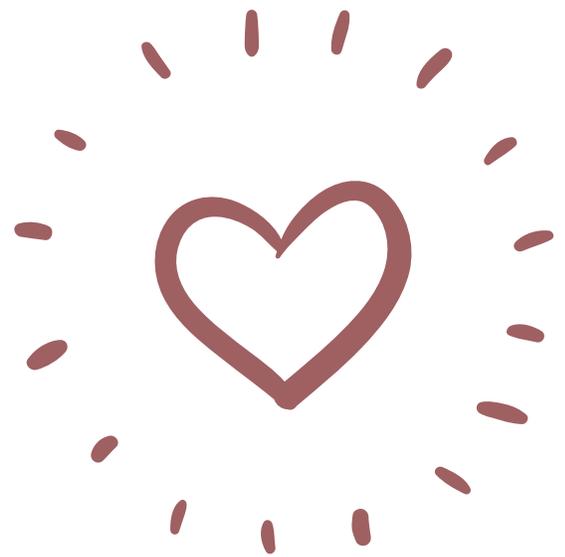
For example, you can ensure that when you bring groceries home you take the extra couple minutes to put the items away in their proper spots, in order to maintain your freshly organized pantry and fridge!

Notes:

Sentimental

Sentimental connections to items are prompted by feelings of tenderness, sadness or nostalgia- memories! Does throwing this away feel like ‘throwing a part of me’ or ‘throwing away a past relationship’? This can be a difficult one to work through, however you need to know that letting go of a un-needed item doesn’t mean you are letting go of the memories – you are just making space for new things to coming into your life!

One approach is to set yourself a limit. Ex: One bin per child for school projects, with one folder for each school year. Keep the most special items. Another approach is to take photos and create a photo book of these, along with the stories that are connected with them. It is a great way to treasure them, without having to take up so much space in your home.



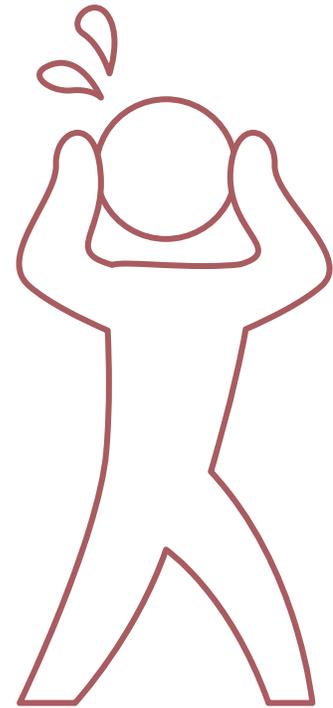
TIP: Value minimizing and having a home for everything.

Notes:

Overwhelm

“Feels like I hit a brick wall” – Start small, and have a plan. Throughout this course you will be provided with a simplified process to follow as you move through the different areas and organize the different categories of items in your home.

When you work with a plan you will be more successful. Break it down, you don't need to tackle everything all at once. Every bit helps! Start in a small area and block off time to finish the category or area of items you set to organize. Set a timer and keep focused for the duration of time. Be sure to also allocate time in your schedule to drop off the items you choose to donate, sell, recycle or trash. Often you will know as soon as you touch something you will know whether or not you love it. Set up designated boxes/bins for Keep, Sell, Donate and Trash pile.



Tip: Breaking it down into smaller tasks makes it so much more achievable.

Notes:

Not able to say No

N—"No" Not being able to say no.

This include freebies, gifts and accepting items from others. It can be hard to turn away gifts or free items or 'hand-me downs'. You may have a friend or family member that has lots of clutter, and you want to accept the items to encourage them to let it go. BUT you need to be true to yourself and how you want to feel in your home. Keep in mind what we learnt earlier, items hold energy, take up space and can impact our health. You don't need unwanted items in your home.

At gift giving times, ask for experiences (Event ticket, spa, etc..) or specific items that you or your children actually want/need. Have open communication about your goals for your home, if you share your new intentions with your family and friends prior to gift-giving occasions you can avoid conflict and hurt feelings. If someone is looking to gift you free items, instead of taking them you can offer to research areas for them to take their items to, or drop the items off at a donation center for them.



**TIP: Less stuff
= quicker to
clean your
home**

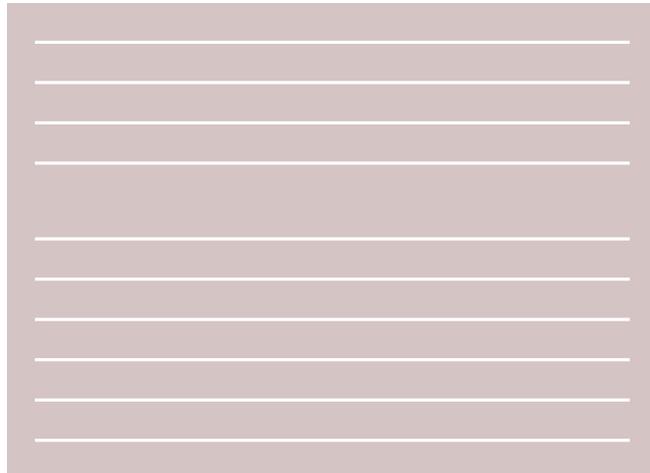
Notes:

Homework 1.4

1) How Clutter & Disorganization Affects You:

How is clutter and disorganization affecting you?

How is it affecting your family?

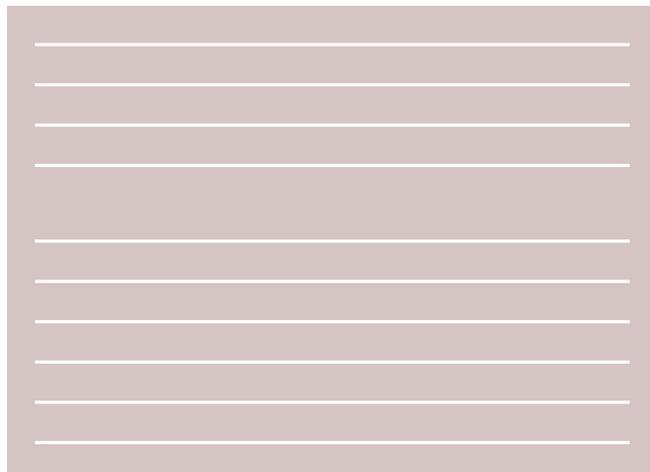


2) 'REASONS' Why We Hold Onto Stuff

Identify your major roadblocks to living in your ideal home.

What are the top 'REASON(s)' that are holding you back?

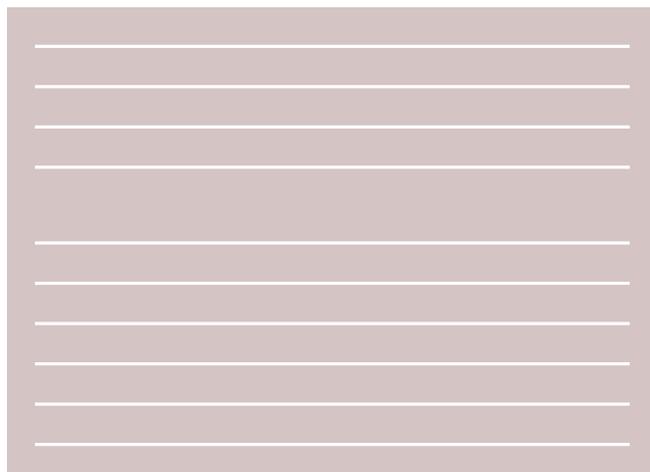
How will you tackle those triggers?



3) Understand Your Why

Why do you want to make this change?

What will be the benefits?



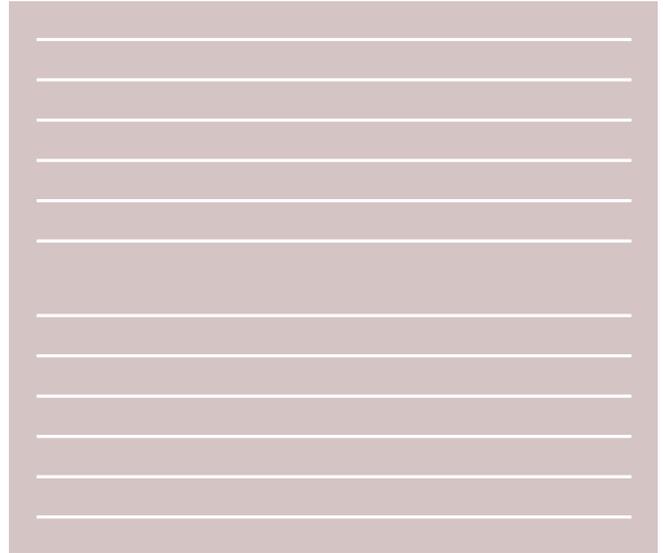
Homework 1.5

4) Cast a Vision For Your Home

What does your ideal home have in it? What does your ideal home not have in it?

How does your home feel when you walk into it? How do you want it to feel?

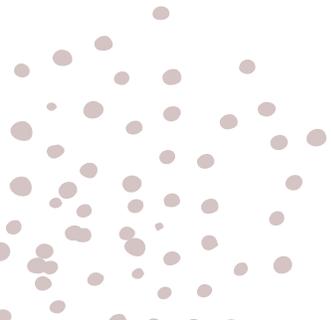
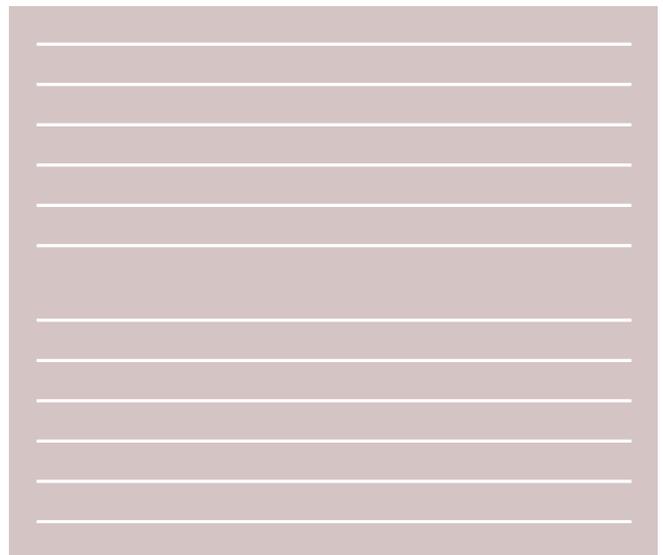
How do you want to spend your time in your home?



5) Where to Take Your Unwanted Stuff

Create a list of places to donate/sell your unwanted items that is close to your home!

Take a 15 minutes to research and compile a list of these places.





Helpful Tip

FIND A COOL "GIVEAWAY PAGE" ON FACEBOOK

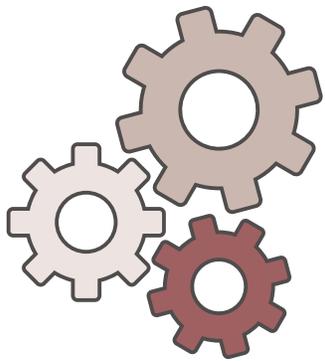
TIP: Find a 'Cool Giveaway Page' on Facebook Locally in Airdrie, Alberta we have an amazing Facebook Page called 'The Cool Giveaway Page' where we can post items to give away FOR FREE, with the expectation for it to be picked up from our doorstep within 24 hours. I highly recommend you join a page similar to this if you want to gift your items to someone who needs and wants it.

BEWARE you aren't on there collecting too many items though, as this will counteract your purging progress! Though it can be a nice place to get an item or two for free.

If you are in another city, I recommend you doing a search to find a local Facebook page like this! Be sure to read the page's rules and to follow their system.

The Process

By this point you have a deeper understanding of the impacts of clutter, how it happens, along with some methods to make improvements. Being self aware of your undesirable habits, and having a vision on how you want your home to look and feel will serve you as we move forward in the process of creating a happier home. Now we will set the game plan on how to approach decluttering and organizing!



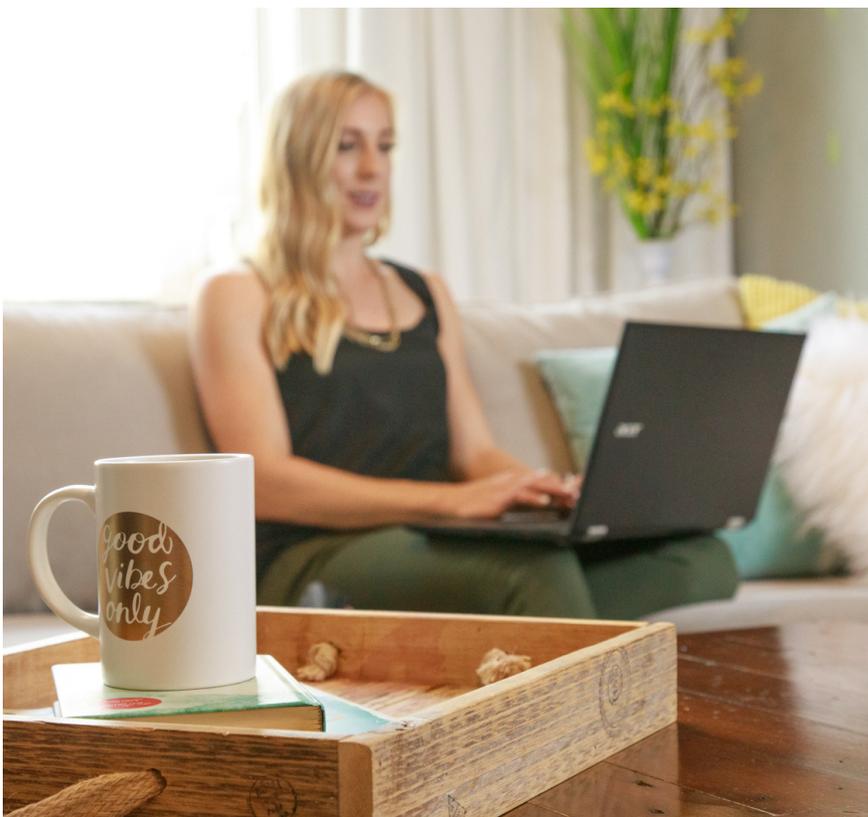
There is major value in going through each item of your home, categorizing it, touching it, assessing its value, then putting what you are keeping in order and creating a specially designation place for it. The process of organizing creates a bigger mess until we finish the process, so set aside enough time to complete the specific task or area you set out to do.



Downsizing

Please refer to the 'LOVE IT OR PURGE IT' handout for this step of the simplified organization process!

Keep this handy to refer to while working through your home.



THE ORGANIZATION PROCESS

Pull out each item

Categorize

Downsize

C.O.D.E. & Create a
Designated Spot for Items

Maintain the system

Bring it all out

With each area we work through, the best approach is to take everything out and make sections of piles or boxes of items that are similar or alike. Depending on what you are organizing you will create different categories, for example if you were to organize a front closet you may divide the items into:

- Shoes
- Subcategories may be: boots, dress shoes, runners, sandals – *for each family member*
- Coats
- Gloves
- Touques
- Scarfs
- Hats
- Accessories (sunglasses, umbrella, sunscreen etc...)

It is amazing once we see all the items within one category how much items we have! Then once we see the full gambit of a category the following becomes more clear:



Clarity on...

- What items we never use,
- What items we love,
- How much of a type of item we have,
- Which items we can let go of,
- How much space we will need to store these properly.



Assessing Value of Items



JUNK: Let it go! Let it go! Whether that means to sell, donate or trash.

TOOLS: Will you need these tools in the future or has a hobby/project been completed? Trim down duplicates & broken items. Store in an area that reflects how often you use it & where you use it.

KEEPSAKES: Hold the item, does it stir up positive feelings... if not, consider honoring it and letting it go. For items you want to keep --choose your favorites & trim down your collection. Store them in a place that allows them to be preserved.

PRIZED POSSESSIONS: These rare items should be proudly displayed and in a convenient prime real estate in your home

Love It or Purge It

1. Was this used in the last 6 months? 12 months? When was it used last?

If you don't see an actual need or nearby use for this item, consider donating, selling or recycling this item.

2. Do you actually like these items?

Why keep something you don't like? Even if it were a gift, it was the thought that counts. You have permission to let it go.

3. How many items of this do you have? How many do you actually need?

Can you pair them down and keep your favorites? Less is more.

4. How many uses does this item have?

Is there a better item that could replace a few items? Multi use items can be very helpful.

5. Can you make do without this item?

Could you perhaps borrow one at the rare times you need it? Borrowing items lead us to connect with others, and perhaps return the favor which helps build community. Communities create joy.

6. How much space does this item take up? Prime real estate!

Does the functional value and pleasure of seeing the item outweigh the visual space it takes up? Perhaps you will find more joy having this area free!

7. Would you keep it if it were originally free?

If something was originally expensive.... Keeping it will NOT bring the money back.

8. Can someone else get more use of this?

Karma and great satisfaction comes from spreading joy to others.

Love It or Purge It

9. Would you notice if this was gone?

Perhaps once gone you will never give this item another thought!

10. Is it beautiful or useful?

If not, why are you holding onto it? If sentimental... read next question.

11. Does this hold special memories for you? Is there another way to honor that moment/person/memory?

Would a picture save the memory? Can you honor the item and the person that is connected with in your heart instead? Take a moment to close your eyes, and honor the person, the memory and then lovingly release the item & let it go.

12. Are you perhaps keeping this because you don't know what to do with it?

Set in the purge/donate/sell pile and we will help you come up with a solution

13. Is it in good condition? If broken, will you fix it in the next week?

Chances are, if you haven't fixed it yet, you won't likely. No use in holding onto something broken

14. Is it age appropriate for your children? Has it been outgrown?

Is it for the future, does it need to take up prime real estate in your home. If you are saving items for a younger child to grow into, store that away in long term storage properly labelled.

15. Are you holding onto it because it was gifted to you?

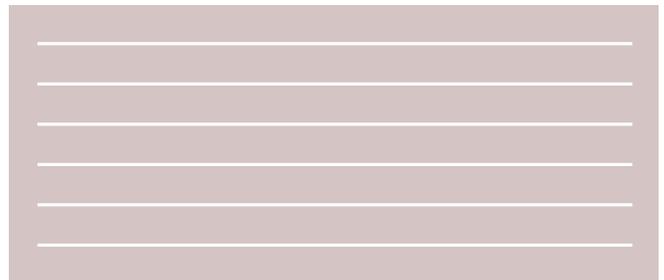
The loved one that gifted you this item did so out of love, it was the thought that counts. They wouldn't want to burden you with holding onto it.

Organizing Principles

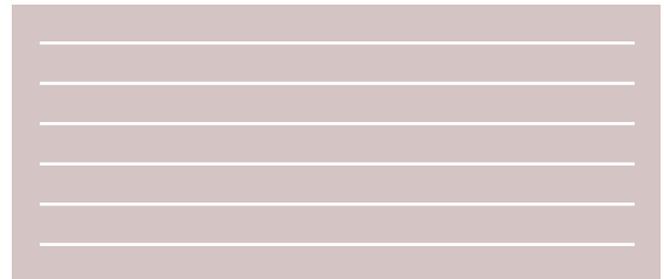
Once you know which items you plan to keep, its time for the fun part – putting it back in a organized fashion. Consider the following when creating an organizing plan.

The goal is to organize and store items in a spot that is convenient based on how often you use it, ensuring that it is easy to find, and stored in a way that makes your home look pretty!

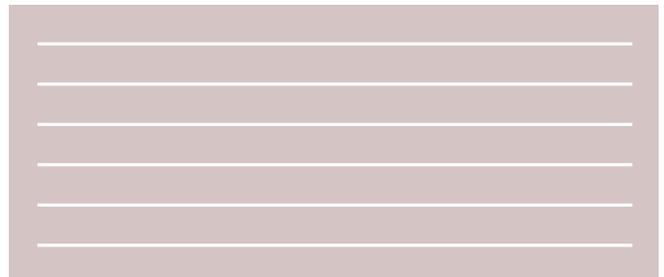
1) Where is this item most needed?



2) Who uses this item the most?



3) How often do I use this item?



THE CODE METHOD

CATEGORIZE

Create a group of items by determining which items are similar or have something in common, and therefore naturally “fit” into a group or collection.

ORDER

Create a sense of order within each group of collection of items. This could be done by size, color, personal preference, function, alphabetically, etc...

DISTANCE

Look to create proper locations for your items by finding natural ways to save precious time by shortening the distance between the required object and the location in which it is needed or used.

EASE OF USE

Considering the ease of use of the place you store an item is to help you save energy bringing out the item and putting it away –so that your new system will be maintained!

Maintaining an Organized Home

The key to maintaining an organized home is by taking the time throughout the day to return items to their proper spot. For many families this requires conscious new habits to be made. When deciding on the designated spot for each item as you put them away after your 'edit', it is important to make sure that the manner in which you organize them is clear, quick and easy to bring out and put away.

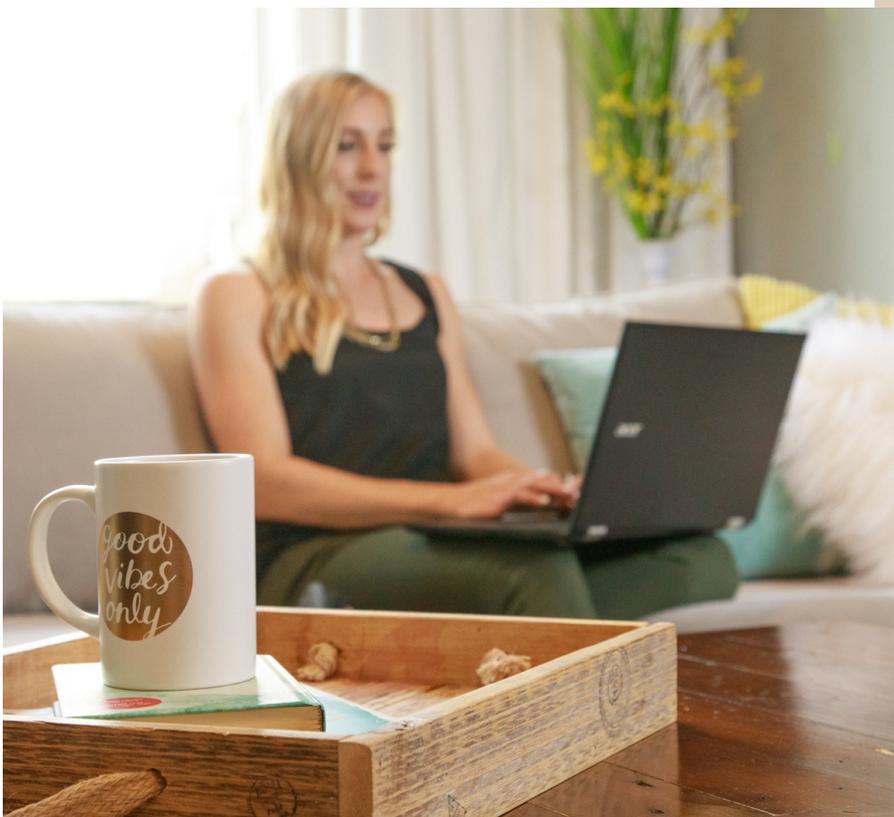
When working with clients we help them come up with 'rules or expectations' so that they can maintain the organization. Here are a few examples of some new conscious habits you can set out to create:

- Whenever I am done making toast, I will put the toaster back in the cupboard.
- When I get home, we will put our shoes on the rack, our coat on our designated hook, my purse on the bench and my keys in the key tray.
- When my laundry is done in the dryer, I will fold and put away my clothes in their proper spot.



Tip:

I typically recommend waiting until you go through your items, and downsize before purchasing bins and organizing products as this is often the fun part. It is a great natural reward as part of the organizing process to shop for these.



Thank
You!



My hopes is that you have been able to dispel your fears of approaching home organization by understanding how to divide big projects down into achievable bite sized chunks.

You choose your adventure - you can focus on area per session: one category at a time (such as shoes), one cupboard, one room, one corner or one dresser or set aside a full day to tackle it! When doing one category, be sure to collect ALL items of that category, even if it is spread out and stored throughout the home.

I recommend setting aside a chunk of time on an evening, weekend or day off. As per usual, organizing and spring cleaning is best to be enjoyed with music, tasty drink and a good attitude! The home organizing process remains the same for each area or room you apply it to: gather all items, categorize, assess their value and downsize your items, order the remaining items, create a organization systems using the CODE method, then set new habits and expectations in order to maintain the system!

xo
-Veronica B



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A woman with long, wavy blonde hair is sitting on a light-colored sofa. She is wearing a dark sleeveless top and green pants. She is smiling and looking towards the camera. The background is a plain, light-colored wall.

“

WHEN YOUR
HOME IS
DECLUTTERED,
YOU CREATE
MENTAL SPACE
FOR YOURSELF.

LADY DECLUTTERED