

*City of*

CREATIVE DREAMS

# DECLUTTER YOUR HOME IN 5 DAYS

Clear the Mess to Remove the Stress!

BY SHANICE BANNIS

CITYOFCREATIVEDREAMS.COM



WELCOME!

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## HELLO! HELLO! HELLO!

I wanted to take a minute to say hi to you.

**Hello!**

My name is Shanice Bannis. I am the owner, creator and overall person behind City of Creative Dreams.

Since 2012, I have been making others (**like you – who is about to read this awesome eBook right now**) life a little easier with creative and affordable solutions for homes, weddings and natural lifestyles. I simply want to share my knowledge with others with the benefit of making their lives simpler. That is why I am deeply honoured to have you enjoy this eBook. I hope this eBook gives you a helping hand in your already incredibly awesome life!



# ONE THING

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Declutter your home in five days was written with you in mind because let's face it. We do not have the time to sit around and organize all day. I know that I wish I could but in reality, I know it is not going to happen. Not when I have a child, not when I have a job and not when I am busy with my day to day life. Finding the time to do this can be hard however, I am not going to let that happen to you. I am going to make this as easy as possible because I know your time is valuable.

***Ready to start?***

**Great!** Let's kick your home into shape!

## *Before We Start*

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I want you to know that if you do not have the time to do this in five days then don't. There is no pressure to get this done in this timeframe. You can break this up into one day of five weekends or simply have five dedicated days to get this started. Okay! So please don't sweat it. Just get to it. That is all I am asking.



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Day 1:

# KITCHEN

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Let's walk into your kitchen right now. Is this what you always wanted? Is this what you imagined for your kitchen? If your answer is no, then why is that? The common answer would be that your kitchen is lost under the clutter of everything. Drawers can't close. Many items are in a lost island of drawers or tossed around. It makes you feel discouraged. Uninspired to cook. Plus, there is a risk of an avalanche whenever you open anything. Well, today we are going to stop that.

## FRIDGE/PANTRY

- **Clear out expired goods!** Don't try to save it. The expiry date is there for a reason. Throw it out!
- **Clear out foods you don't like!** Stop holding on to something you don't like. It is clear you are not going to eat it so give away foods that are still good. Offer it to friends and family members.

Remember that no one says no to food. On the chances that your friends or family does not want this food, you can always donate it to a local food bank. However, this cannot be opened or previously used food items. Find donation sections in your grocery store.

- **Clean!** With everything taken out, you can not clean down everything and restock all the items you

A great way to organize your pantry or fridge is to have containers and storage bins. I personally love the glass or clear acrylic containers. Which you can find at the Container Store, Amazon or even some local Dollar Stores.

## CABINETS

- **Bye, Bye Lid-less Containers!** We all have been there, with those containers without lids and lids without containers! They got to go!
- **Upcycle!** Instead of actually throwing those containers away, you can use them in a whole new way. Such as, if the container is smaller you can use it to organize your batteries, buttons in your storage room or hold all your small office supplies like paperclips. Stained containers can be spray paint it.



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## Day 1: KITCHEN

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### CABINETS (CONTINUED)

- **Donate or Recycle!** Give away random containers, old jars, extra coffee mugs and plates that you have collected that don't use. If you never use it, don't keep it.
- **Move Momentums!** If there is a plate or mug that is a momentum or special gift of some sort, don't keep it a cabinet. There are brilliant ways to display in your home or on a wall.
- **No Expired Items!** If your medicine cabinet or vitamins are located in your kitchen make sure to get rid of any expired medicine, pills, and vitamins.

### DRAWERS

Be honest with yourself. I mean it. I need you to ask yourself the last time you use this utensil. Rule of thumb, if it has been there for two-plus years, you my friend are not going to use it or else you would have by now.

- **Use or Remove!** Get rid of takeout cutely, plastic forks, knives, spoons, and chopsticks. Take them for lunchtime at school or work or replace with reusable ones.
- **Too Many Knives!** All those knives you don't use. Donate it!
- **Donate!** Collect things you no longer use or like such as placemats, napkins and/or tablecloths.
- **Plastic Bag Galore!** Plastic bags can be everywhere at times. As much as we try they keep coming back and creep into your home. Try having eco-friendly bags instead.

It can be easy to forget to bring your eco-friendly bags with you all the time. Try to have a stash in your car. Also have at least one in your mostly used bags or purses. If possible, when you do get plastic bags consider upcycling the plastic bags like I did when I created a pillow with it.

### COUNTERS

- **Clear the counter!** Get rid of those old recipe books, old calendars, and old plants.
- **Junk Drawer!** Go throw old papers in your junk drawer or counter. We all have one.
- **Get the Recycle Bin!** Recycle old flyers, newspapers, keep one take-out menu, catalogues. Keep instruction manuals in an organizer or recycle them since most are online.
- **Move the Important!** Keep bills in your office cabinet and keep school information that is important such a field trip form or report card.
- **Write it out!** Keep important date and reminders on your calendar.

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**DONE FOR THE**  
*Day*

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Day 2:

# LIVING ROOM

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Your living room has good reason to be decluttered. One reason is that this the area most guests see first or at least the most. It is the entertainment section where you enjoy conversations or just put your feet up to binge watch. Who doesn't love doing that? Keeping it clutter-free is best because you never know when someone will stop by to want to hang out and chat. Let's get started!

## ENTERTAINMENT CENTER

- **Donate!** The DVDs that you don't watch anymore. Only keep the movies that you can't live without v

Remember that there are so many ways to watch movies and shows now more than ever. Most movies are on Netflix or online.

- **Organize it!** Buy a CD case to hold the DVDs that you can't live without. Not only does it slim down the amount of plastic cases you have but you have everything in one spot. This works for video games and CDs too.
- **Remove!** Toss controls that done work, dried plants, and recycle outdated electronics.

## BOOKSHELF

- **Books!** Are you actually going to read all those books? If not, donate it! That is the same for magazines. Keep the pictures or recipes in a folder and recycle the rest.
- **Recycle Batteries!** Collect unused batteries for recycle. Consider buying reusable batteries and keep them organized into a storage container.
- **Donate!** Board games you no longer play with, unused vases and frames. Go through binders and get rid of non-important papers.

Remember to remove any broken chair or items in your living room. If you haven't fixed it then chances are that you are not going to. Also, you can spray paint or dye items to make them new again.



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**DONE FOR THE**  
*Day*

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Day 3:

# BATHROOM

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There may be no space around the sink area, the tub area and don't get me started on the shelves and cabinets. I am for one a victim of having a bottle would fall on my foot when I open a cabinet and knocking a bottle into the tub. I also decided to include the linen closet to the bathroom area for decluttering since it tends to be close enough or sometimes in the bathrooms depending on your home.

## CABINET/ SHELVES

- **Recycle!** Empty lotion cream, shampoo, condition, hair
- **Take a Picture or Write down!** If you are holding onto these bottles in order to buy more just take a photo or write it down.
- **Actually, Use It!** If you are using the remaining for sure tonight then flip the bottle over and make sure to use it.
- **Bye, Bye Gross!** Get rid of those sample-size toiletries that have expired or used up, dried up nail products, old toothbrushes, and air fresheners.
- **Donate!** Give away extra hair dryers, hair clippers, and hair straighteners that work but you no longer like using.

## DRAWERS

- **Throw away!** Old makeup or makeup you no longer use. Broken hair clips, nail clipper, and ponytails can be thrown away.
- **Donate!** Hair accessories you no longer need but are in good condition. You can simply put those into a ziplock bag and toss it into your donation bag.
- **Giveaway!** Any brand new creams or perfumes or colognes that you don't want to friends or family.
- **Collect!** Any earrings that are missing a partner, broken or in need of a repair.
- **No Small Change!** Get rid of anything that is not bathroom related such as things you threw in the drawer from your pocket like small change.

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## Day 3: BATHROOM

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### LINEN CLOSET

- **Reuse!** Any old worn out towels, bath mats, bed sheets/bedding, hand towels and wash clothes. They are great for gross messes or when you are painting.
- **Donate** the ones that you don't like but are in good condition.
- **Gross Pillows!** If you store pillows in your closet be sure to get rid of these pillows that are gross, worn, extra flattened or stained. If you are crafty, you can upcycle them into other things.

Remember to only keep what you have been using and also keep special blankets such a baby blanket. Not ten of them but the most special one such as the one you brought your child home in.

**DONE FOR THE**  
*Day*



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Day 4:

# BEDROOM

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Bedrooms need to be the area where you relax. After all, this is your sleep zone. By having clutter it can cause you to have a lot more stress because it takes longer to find things. It is not easy to find things in a closet or drawer that looks like a bomb went off. Don't sleep with clutter! Let's get started.

## CLOSET

Clothes that are worn out, that has a stain that can't be removed or has a hole needs to be removed from your closet. Now those clothing can't be donated to your average places, however, places such as Forever 24 will take those and in return give your credit to buy something in their store.

- **Donate!** Clothes that are too big, too small, a freebie that you received but never wore.

In cases of clothes for kid's clothes, you can keep clothes that are too big, just keep them in a storage box with a label of the size for when you are ready for them.

- **Toss!** Get rid of old broken hangers and mittens that don't have a pair.
- **Be Real!** Donate shoes, scarves, old wallets and purses that you no longer use or wear

## DRAWERS

- **No Holes!** Go through your socks, underwear, and stockings. Don't keep them if they have holes, runs, stretches or tears.
- **Donate!** Anything you don't like because it may feel scratchy or too tight or just doesn't look nice at all.
- **Be Honest!** Decide on jeans you actually wear and sweaters that are in great condition that you can't live without. Take out the ones that you don't need and keep the ones you wear.

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## Day 4: **BEDROOM**

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### **TOY BOX**

- **Toss!** Those broken toys that are the ones missing a head or leg or most of its body.
- **Donate!** Toys that are still in good condition but are not being played with such as stuffed animals, lego, blocks, barbies, and cars. Another child would love to play with these toys.
- **Keep!** Only the ones that will be played with and/or ones that were a special keepsake.

When I say keepsake, that doesn't mean every toy every friend and family member bought your child, you can't keep them all. Plus, they will buy more. Only special toys.

### **OTHER/SURFACES**

On the top of your dresser or nightstand make sure that you clear away unnecessary items.

- **Store!** Commonly used jewelry.
- **Donate!** Go through your jewelry and donate ones you don't wear or don't like.
- **Remove!** Get rid of the ones that are broken, rusted, or in need of a repair. Get rid of extra shoelaces or buttons you don't need.
- **Be Real!** Go through the knickknacks that you received or bought from your travels. Keep only the ones that are sentimental. You don't need everything. Or get a storage container or box to keep in a separate location.

**DONE FOR THE**  
*Day*

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Day 5:

# OFFICE

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I have to be honest with you, the desk area is by far where I tend to fail at. No matter how many times I try to keep it organized it just gets messy again. Until I started decluttering it. It is truly easier to get things done when your workspace is clear from clutter.

## DESK

On top of your desk should be a computer, computer accessories such as a mouse, keyboards, and speakers. Those are the main things along with pencil and paper storage.

- **Sort!** Go through your desk surface and get rid of floating papers, mail, paperwork and taxes.
- **Remove!** It is essential to take out old notebooks, planner, receipts, business cards and coupons that you don't need or use. Those things can cause clutter very quickly.
- **Say Bye!** Remove old pens, broken office supplies and dried plants

## FILE CABINET

- **Sort!** Go through your filing cabinets and take out things you do not need.

A simple trick is to only keep the essentials in your filing cabinets. All the rest can be scanned and filled onto a USB or onto your computer cloud. By doing this, you are being paperless.

## COMPUTER

- **Don't Hold On!** Pictures and documents are usually the main storage hogger. Go through each and get rid of files, documents, and pictures that you don't need.
- **Use the Cloud!** Using a cloud service such as One Drive or the Box or Apple's Cloud they are great services that hold on to your important items.
- **Clean!** Your computer history, passwords and garbage can at least monthly. You would be surprised at the amount that can cause your computer to run slow.



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**CONGRATS!**  
*You Did It!*

*Repeat!*

# CONTINUE THIS PROCESS

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## **YOU CAN DO IT!**

I have to say that I am proud of you. Decluttering your home in five days is not an easy task but so worth it in the end.

Do you feel better about your home now? Does it feel cleaner and refreshed?

## **You should!**

Having a clutter-free home is great for your health because it doesn't spark up stress and gives you that hotel feeling. You know when you go to a hotel and you are instantly relaxed? That is because you are in a space that is clean, organized and clutter free. Now you can achieve that at your home with this simple e-book.

Make sure you to do this yearly, every spring cleaning season or even every three months to keep your home looking and feeling its best.

## **KEEP UP THE WORK!**

# CHECKLIST

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## Kitchen

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> EXPIRED FOOD       | <input type="checkbox"/> TAKEOUT CUTTERLY | <input type="checkbox"/> PLASTIC BAGS  | <input type="checkbox"/> TAKE-OUT MENUS |
| <input type="checkbox"/> PET FOOD           | <input type="checkbox"/> COFFEE MUGS      | <input type="checkbox"/> RECIPE BOOKS  | <input type="checkbox"/> TABLECLOTHS    |
| <input type="checkbox"/> LIDLESS CONTAINERS | <input type="checkbox"/> EXPIRED MEDICINE | <input type="checkbox"/> OLD CALENDARS | <input type="checkbox"/> PLACEMATS      |

## Living Room

- |                                      |   |  |                                      |
|--------------------------------------|---|--|--------------------------------------|
| <input type="checkbox"/> DVDS        | <input type="checkbox"/> READ MAGAZINES | <input type="checkbox"/> BOARD GAMES   | <input type="checkbox"/> PAPERS      |
| <input type="checkbox"/> CDS         | <input type="checkbox"/> OLD PENS       | <input type="checkbox"/> UNUSED VASES  | <input type="checkbox"/> BROKEN TOYS |
| <input type="checkbox"/> VIDEO GAMES | <input type="checkbox"/> BATTERIES      | <input type="checkbox"/> UNUSED FRAMES | <input type="checkbox"/> UNUSED TOYS |

## Bedroom

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> WORN CLOTHES      | <input type="checkbox"/> FREEBIE CLOTHING   | <input type="checkbox"/> OLD WALLETS & PURSES   | <input type="checkbox"/> BUTTONS & LACES          |
| <input type="checkbox"/> TOO BIG CLOTHES   | <input type="checkbox"/> OLD SHOES          | <input type="checkbox"/> JEANS & PANTS          | <input type="checkbox"/> OLD JEWELRY              |
| <input type="checkbox"/> TOO SMALL CLOTHES | <input type="checkbox"/> OLD BROKEN HANGERS | <input type="checkbox"/> WORN SOCKS & UNDERWEAR | <input type="checkbox"/> KIDS TOYS / STUFFED TOYS |

## Bathroom

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> EMPTY BOTTLES      | <input type="checkbox"/> SHAMPOO / CONDITION    | <input type="checkbox"/> HAIR DRYERS       | <input type="checkbox"/> BED SHEETS /BEDDING       |
| <input type="checkbox"/> TOOTHBRUSHES       | <input type="checkbox"/> AIR FRESHENERS         | <input type="checkbox"/> HAIR ACCESSORIES  | <input type="checkbox"/> HAND TOWELS & WASH CLOTHS |
| <input type="checkbox"/> EMPTY LOTION CREAM | <input type="checkbox"/> SAMPLE-SIZE TOILETRIES | <input type="checkbox"/> TOWELS, BATH MATS | <input type="checkbox"/> OLD PILLOWS               |

## Office

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> PAPERWORK                | <input type="checkbox"/> BUSINESS CARDS    | <input type="checkbox"/> SORT FILES     | <input type="checkbox"/> RELOCATE TO CLOUD SERVICE |
| <input type="checkbox"/> MAIL & TAXES             | <input type="checkbox"/> COUPONS           | <input type="checkbox"/> SORT DOCUMENTS | <input type="checkbox"/> BROKEN OFFICE SUPPLIES    |
| <input type="checkbox"/> OLD NOTEBOOK &, PLANNERS | <input type="checkbox"/> REMOVE DUPLICATES | <input type="checkbox"/> SORT PICTURES  | <input type="checkbox"/> CLEAR COMPUTER HISTORY    |