



**TOP
SECRET**

Mission:

Declutter Mail

MISSION BRIEF

MISSION

To win back some space from the piles of mail that comes into the home.



Est. Time Required: 30min - 4hrs

Your Mission



Approx Time Frame: 30 days

Declutter the stacks of unopened mail. Remove the unsolicited mail such as promotional materials, catalogs, political parties ads and request for donations from various charities.



MISSION ACTION PLAN

For the Mission you will need:

- Recycling Bags/ Bin/ Container
- A box dedicated for shredding
- Garbage bag (if needed)
- Gloves
- Mask (to help protect from dust) - Optional
- Timer (to stay focused on the mission)
- LED Lamp (to provide a different perspective.)
- Essential Oils
- Camera/Cellphone (to take a before and after picture)



TIP

Using music in the decluttering process, makes the task more enjoyable and motivating.

MISSION ACTION PLAN

Where to start?

- 1** Set-up your sorting station
- 2** Start first with the current day mail.
- 3** Gather all the mail
- 4** Sort the mail
- 5** Make decisions on mail received



TIP

Having a dedicated space for a sorting station will help keep the focus and motivation going until you complete all the sorting.

MISSION ACTION PLAN

What to keep or not to keep?

Mail to keep:

- Is it a bill to pay?
- Is it a current catalogue where I still shop?
- Is it a services that I will use in the next 3-6 months?

Items **NOT** to keep for mail:

- Flyers for stores where you do not shop.
- Donation request for charities that you do not support.
- Product and services that you don't need or use.
- Political flyers or ads
- Pre-approved banking promotion



TIP

Having a small recycling container in the entrance, allows to do that quick mail sorting and only bring in the mail that you need to keep.

MISSION ACTION PLAN

Monitor your progress

As part of your mission, you will need to monitor your progress. Taking notes of how you felt during the mission and taking before and after pictures will help you along the way to report back your findings.



TIP

Before you start take a 'before picture'. This will allow you to see the progress you are making and provide a level of motivation to help you move forward.

MISSION ACTION PLAN

Get Ready to Declutter!

- Get the recycling or garbage bag ready.
- Get the container or box ready.
- Set-up the essential oil.
- Set-up and turn on the LED lamp.
- Take a picture of your space.
- Put on the gloves or mask.
- Start Timer with 15min.



TIP

Have your water bottle ready to go...
to stay hydrated during your mission.

MISSION ACTION PLAN

Now, Start Decluttering

Level 1 Identify Sorting Station

- We recommend finding an area or space in your home that will not be obstructing your day to day activities but that is still easily accessible.
- Using a flat surface such as a foldable card table, dining room table or a coffee table works great.
- Ideally a space that is well lit.
- Having room to set-up your boxes/bins/bags for sorting.



TIP

Using the vertical space to keep those important papers can keep you organized. ex: desktop sorter, magazine holder or a vertical desktop sorter.

MISSION ACTION PLAN



Take the time to celebrate this win.

Now, rest-up!

Your next level: Set-Up Your Sorting Station

MISSION ACTION PLAN

Continue Decluttering

Level 2 Set-Up Sorting Station

- Set-up your flat surface by clearing everything off of it.
- Be ready to make piles based on categories (to pay, to action, to file, to read, etc...)
- Identify which box/bins are for shredding, and or recycling.
- Have a garbage or recycling bag ready.



TIP

Keeping the boxes underneath the table allows for more sorting room on the flat surface.

MISSION ACTION PLAN



Take the time to celebrate this win.

Now, rest-up!

Your next level: Gather Your Mail

MISSION ACTION PLAN

Continue Decluttering

Level 3

Gather Your Mail

Now is the time to gather all the mail.

Take today's mail and up to last week's mail, and bring this pile over to your sorting station. Be sure to keep this in a separate pile from the rest of the mail.

Grab all the rest of the mail and put it in a box, bin or container and bring them over to your sorting station.

If your mail is scattered in different rooms and spaces, walk around each room and grab what you can see or easily find first.

Focus on this first is a great small step!



TIP

Starting with your current mail to sort and declutter is a great way to limit what you add to the existing pile.

MISSION ACTION PLAN



Take the time to celebrate this win.

Now, rest-up!

Your next level: Sort Your Mail

MISSION ACTION PLAN

Continue Decluttering

Level 4

Sort Your Mail

Start by today's mail and up to last week's mail pile first by using simple categories.

- **To pay** (ex: electric bill...)
- **To action** (ex: a cheque to deposit...)
- **To file** (ex: bank statement...)
- **To read** (ex: magazine, flyers...)
- **To shred** (mail that has your personal information including name and address. ex: bank pre-approved credit card application.)
- **To recycle** (ex: flyers, political ads...)

As you go through your mail, if you come across something that you are unsure of what to do with it, put it aside for now and keep going.



TIP

Junk Mail that is addressed to you personally and you no longer want to receive, consider unsubscribing to these.

MISSION ACTION PLAN



Take the time to celebrate this win.

Now, rest-up!

Your next level: Make Decisions

MISSION ACTION PLAN

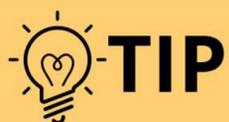
Keep Decluttering

Level 5

Make Decisions

Making decisions on the mail that you allow into your home and which ones to let go can be challenging but by asking the right questions you uncover what mail you really want to receive and which ones to unsubscribe.

- Can you get an electronic version? If so, think about switching to the electronic option instead.
- Is it still relevant in your current life? (ex: pet store ads but you no longer have any pets.)
- Do you still donate to that charity? If no, unsubscribe from their mailing list.



FOMO also known as Fear of missing out. Fear of missing out on a great deal, an activity or an information. Pick what you enjoy doing the most and let go of the rest.

MISSION ACTION PLAN

Keep Decluttering

Level 5

Make Decisions Cont...

- How many magazine/newspaper subscriptions do you have and do you have time to read them all? If no, unsubscribe to a few or to all.
- For services, do you plan on using their service in the next 6 months?
- For activities, it is one that you currently do and will you do it in the next 6 months?
- How many catalogues are you subscribed to? Are there any that you can unsubscribe or is the information available online?



TIP

Coupons are great to save money. But only keep those that you currently use the product or service and if you plan on buying it in the next year before the coupon expires.

MISSION ACTION PLAN



Take the time to celebrate this win.

Now, rest-up!

You are almost done your mission.

MISSION ACTION PLAN

Almost Done Your Mission

What to do with that "unsure pile of mail"?

Now you went through all your mail and you are ready to go through what you put aside. You may discover that for some of the mail you may know what to do with these now.

If this is not the case, then

- Has it passed its expiry date or is the information outdated?
- Do you receive these types of flyers or ads often?
- Do you have a use for it in the next 6 months?

We often hold onto information much longer than we need to and seldom use coupons or rebates before the expiration date.



TIP

If you still receive mail from a previous owner or renter, indicate on the mail: no longer lives at the address /Return to sender and drop it off at your nearest postal box or post office.

MISSION ACTION PLAN

Completing Your Mission

Now that you are almost done your mission the last level is to pack-up and go.

- Take the garbage out to your garbage can.
- Take the recycling out to your recycling bin.
- Schedule a time for the shredding drop off .
- Set a date and time in your calendar to pay bills.
- Add to your to do list the items from your to action pile.
- Take the after picture of all your hard work.



TIP

Take a small pile at a time, 15 minutes a day to sort through mail and with time the pile will get smaller and smaller.

MISSION ACTION PLAN



★ CONGRATULATIONS ★

On a successful mission, the final step is to report back to us with details of how you handled this assignment and the results you achieved.