



**TOP
SECRET**

Mission:

Declutter Ornaments

MISSION BRIEF

MISSION

To win back some space from the boxes of holiday ornaments, that were once hung.



Est. Time Required: 30min - 4hrs

Your Mission



Approx Time Frame: 30 days

Declutter your boxes of holiday ornaments that over the years have decorated your home or tree but has since been collecting dust. Remove those that are out of style, torn, stained, broken or simply no longer fits with your current decor.



MISSION ACTION PLAN

For the Mission you will need:

- Garbage Bags
- Bags or boxes for donations
- Container or box to store holiday ornaments
- 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** Identify your sorting station
- 2** Set-up your sorting station
- 3** Gather all the holiday ornaments
- 4** Sort holiday ornaments
- 5** Make decisions on holiday ornaments



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?

Items to keep for holiday ornaments:

- Does it still fit with your current decor?
- Does it comfort you?
- Did you use it during the last 2 holiday seasons?

Items **NOT** to keep for holiday ornaments:

- Ornaments that are broken.
- Ornaments that no longer fit your decor.
- Ornaments that are in good condition but have never used.
- Ornaments that are duplicates. (ex: 2 tree toppers)
- Ornaments that are stained, ripped or faded.



TIP

Depending on where you store your holiday decorations using bins instead of boxes may be ideal to prevent critters or rodents from getting in them.

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 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.
- Having a space to put the donations until they are ready to be brought to a donation center.



TIP

If you find any items that is missing a part or accessory, dedicate a box called "Lost and Found".*

***What to do with this box will be covered later on in the mission.**

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 (lights, garlands, tree ornaments, figurines etc...)
- Have smaller boxes ready to contain similar ornaments
- Identify which box/bins are for donations.
- Have a garbage or recycling bag ready.



TIP

Keeping the boxes of donations 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 Holiday Ornaments

MISSION ACTION PLAN

Continue Decluttering

Level 3 Gather Holiday Ornaments

Now is the time to take out all the boxes of holiday ornaments. Grab all the boxes, bins and bring them over to your sorting station.

If your holiday ornaments are scattered look in every closets, the attic, the garage, shed, storage etc... gather all your holiday ornaments.

If you want to include all holiday decorations you can do so as well but start with one holiday at a time.



TIP

Grouping holiday ornaments together based on where they go in the home is a great way to find them. Ex: tree ornaments are together including the lights.

MISSION ACTION PLAN



Take the time to celebrate this win.

Now, rest-up!

Your next level: Sort Holiday Ornaments

MISSION ACTION PLAN

Continue Decluttering

Level 4 Sort Holiday Ornaments

Start by sorting the holiday ornaments first by categories. Here are a few examples:

- lights
- garlands
- tree topper
- hanging ornaments
- table ornaments
- candles



You can create your own categories (ex: nutcrackers) based on what you have as ornaments but keep these as simple as possible.

For now you are not making any decisions, you are only putting similar like items together.



TIP

While sorting if you find anything that is broken or damage throw those out as you find 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 what holiday ornament to keep and which ones to let go can be challenging but by asking the right questions you uncover which ones you really want to keep and which ones to let go.

- Is it broken or unusable?
- Are you currently using them and have you decorated with them in the last 2 holiday seasons?
- Does it work? (ex: string of light that only half light up)
- How many do you already have? if you have duplicates remember that these only get used once a year and may take up space that you need for something you use more often.
- Do you have the space to store the holiday ornaments?



TIP

Putting up a lot of holiday ornaments can make the space look cluttered. You don't need to fill every little space with holiday ornaments to make the space look festive, homey and welcoming.

MISSION ACTION PLAN

Keep Decluttering

Level 5

Make Decisions Cont...

For sentimental holiday ornaments, these may be harder to part with because of the memories they hold. The following questions will help guide you in making a clearer and well thought out decision.

- Does it still bring you joy, happiness or comfort when you look at it?
- Is your holiday decor about faith, family or other? And does it fit with it? If it doesn't, can it be given to another family member who will use it?
- Does it hold sentimental value? If you answer no then let it go. If you answer yes but you never take it then we recommend taking a picture of the item instead of holding onto it.



TIP

When a decision is hard to make, put the item aside and come back to it at the end. And if still unsure then...

Sleep on it!

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 "Lost and Found Box"?

Earlier we mentioned to put items missing parts or accessories in a dedicated box called "Lost and Found". Now is the time to review what was put in that box.

Check in the box to see if the ornaments that were missing something was found. If not you can make that decisions to let go of these items because you may never find that piece.



TIP

A great way to declutter your holiday ornaments is after you are done decorating, what is left in the box/bin can be donated.

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.
- Pack up the holiday ornaments that you are keeping.
- Set a date in your calendar to bring donations to a donation center.
- Take the after picture of all your hard work.



TIP

To reduce the amount of holiday ornaments you accumulate over the years, we recommend you use this trick. For every new holiday ornament that comes into the home you need to let go of 2.

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.