



**TOP
SECRET**

Mission:

Clothes...Just The Right Fit

MISSION BRIEF

MISSION

To win back your space from all the clothes clutter within your closet.



Est. Time Required: 30min - 8hrs

Your Mission



Approx Time Frame: 30 days

Declutter your closet to remove any out of style, torn, stained, holey, outdated or simply the wrong size of clothes. Clean the space and make room for the clothes you truly wear.



MISSION ACTION PLAN

For the Mission you will need:

- Garbage Bags
- Bags or boxes for donations
- Container for seasonal clothes.
- Gloves
- Mask (to help protect from dust) - Optional
- Timer (to stay focused on the mission)
- LED Lamp (to provide a different perspective.)
- Essential Oils
- Vacuum
- 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?



Starting with the floor space to clear up a safe walking area, unless it may cause an avalanche of items to fall then start with the top items.



TIP

Breaking down the levels into smaller more manageable sections can help keep focused and motivated to declutter the space and gain a sense of accomplishment.

MISSION ACTION PLAN

What to keep or not to keep?

Items to keep in your closet:

- Clothes that currently fit and wear.
- Shoes and accessories
- Clothes that only belong to you (unless you share the closet with your significant other.)

Items **NOT** to keep in your closet:

- Clothes that are too small or too big.
- Clothes that no longer fit your lifestyle. (ex: work clothes if you are now retired.)
- Clothes that fit but have never worn.
- Clothes that are duplicates (ex: colour, design etc.)
- Clothes that are stained, ripped, holey or faded.



TIP

Depending on where you live you may want to keep seasonal clothing in bins or boxes and store them in another space in the home.

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.

After decluttering have the following ready:

- A cleaning cloth and all purpose spray cleaner
- Vacuum



TIP

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

MISSION ACTION PLAN

Now, Start Decluttering

Level 1

Floor

- We recommend starting with the items on the floor closest to closet door and working your way inwards.
- Divide the space into quadrants or sections.
- Pick one of the quadrants or sections to start decluttering.
- Start sorting the items (garbage, recycling or keep). Do they need to be kept in the closet? OR Do they need to be kept but belongs elsewhere in the home?
- Once you completed that section, move on to the next section/quadrant. Continue until all sections/quadrants are completed.
- Once all sections are sorted and completed, you will want to clean or vacuum the space.
- Finally, put the items you are keeping back in the closet. Throw out the garbage, recycle and put away the items that belong elsewhere in the home.



TIP

If you find any items that is missing it's pair 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: Top Shelf

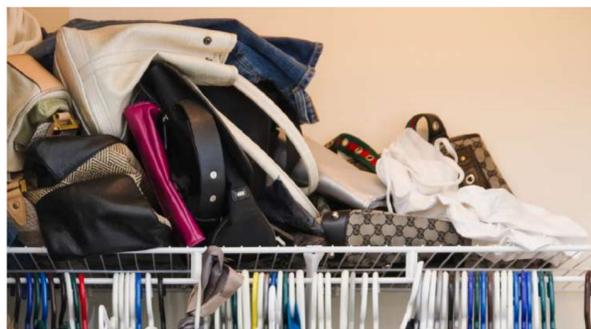
MISSION ACTION PLAN

Continue Decluttering

Level 2

Top Shelf

- We recommend taking every thing out of one small section from the Top Shelf at a time.
- Use a flat surface, the bed works great for this.
- Start sorting the items. (garbage, recycling or keep). Do they need to be kept in the closet? OR Do they need to be kept elsewhere in the home?
- Once all sections are sorted and completed, you will want to clean or vacuum the space.
- Finally, put the items you are keeping back in the closet. Throw out the garbage, recycle and put away the items that belong elsewhere in the home.



TIP

To prevent and avoid injuries, items that are kept on a top shelf, should not weight more than 11lbs/5kg.

MISSION ACTION PLAN



Take the time to celebrate this win.

Now, rest-up!

Your next level: Hanging Clothes

MISSION ACTION PLAN

Continue Decluttering

Level 3

Hanging Clothes

- We recommend taking 5-10 hangers of hung clothes out at a time.
- Use the bed to pile that stack.
- Start looking at the clothing item one at a time. Check for:

Size: Is it too small or too big?

If too small or too big, consider donating these.

Stains, rips, holes, and if faded

If stained, how old is the stain? Can it be washed out?

If it has rips and holes, be honest with yourself here, will you have time to fix these?

If you answered **NO** to these questions then consider throwing these out in the garbage.



TIP

Having versatile clothing pieces that can be matched up to create different outfits, reduces the amount of clothes you need to keep in your closet.

MISSION ACTION PLAN

Continue Decluttering

Level 3 Hanging Clothes Cont...

Do you have duplicates?

How many of the same clothes do you really need? ex: If you have 8 yellow shirts, try reducing the amount by half.

- Once all the hanging clothes are sorted and completed, you will want to clean the space.
- Before putting the clothes back, put all the similar items together (cardigans, jackets, etc...).
- Finally, put the items that you are keeping back in the closet. Throw out the garbage, prepare the donations for drop off and put away the items that belong elsewhere in the bedroom (if the case may be).



TIP

Turning all the hangers in your closet with the hooks facing outward of the closet. Then once you wear a piece of clothing turning the hanger with the hook facing inward in the closet, is a great way to know what clothes you never wear. After a year, you know which clothes can be donated.

MISSION ACTION PLAN



Take the time to celebrate this win.

Now, rest-up!

Your next level: Shelves

MISSION ACTION PLAN

Continue Decluttering

Level 4

Shelves

- We recommend taking every thing out of one small section from the Shelf at a time.
- Use a flat surface, the bed works great for this.
- Start sorting the items. (garbage, recycling or keep). Do they need to be kept in the closet? OR Do they need to be kept elsewhere in the home?
- Once completed, continue with the other shelves.
- all sections are sorted and completed, you will want to clean or vacuum the space.
- Finally, put the items that you are keeping back in the closet. Throw out the garbage, recycle and put away the items that belong elsewhere in the home.



TIP

If you find clothes with tags, reselling these can save you some money.

MISSION ACTION PLAN



Take the time to celebrate this win.

Now, rest-up!

Your next level: Drawers

MISSION ACTION PLAN

Keep Decluttering

Level 5

Drawers

- We recommend taking every thing out of one small section from the drawer at a time.
- Use a flat surface, the bed works great for this.
- Start sorting the items. (garbage, recycling or keep). Do they need to be kept in the drawer closet? OR Do they need to be kept elsewhere in the home?
- Once all sections of the drawer are sorted and completed, you will want to clean or vacuum the space.
- Move on to the next drawers and follow the same steps.
- Finally, put the items that you are keeping back in the closet. Throw out the garbage, recycle and put away the items that belong elsewhere in the home.



TIP

Check your socks, underwear or bras for holes. We tend to hold onto to these much longer than what we should.

MISSION ACTION PLAN



Take the time to celebrate this win.

Now, rest-up!

Your next level: Back Door

MISSION ACTION PLAN

Keep Decluttering

Level 6

Back Door

Don't forget to declutter the back and front door of your closet. Where we often find the use of over the door hooks.

- We recommend taking any clothes that are hanging over the top of the door first.
- Use a flat surface to sort, the bed works great for this.
- Start sorting the items. (garbage, recycling or keep). Do you have belts or other accessories that you no longer use?
- Next, sort the items on the hooks. Don't forget to declutter the door knobs too.
- Once all are sorted and completed, you will want to clean the door space (knobs, hooks and on top of the door.
- Finally, put the items that you are keeping back on the hooks of the door. Throw out the garbage, recycle and put away the items that belong elsewhere in the home.



TIP

Decluttering your closet every 6 months or in the Spring and Fall is a great way to keep your closet organized.

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 single items, missing a pair 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 you can find a pair that matches. If not you can wait until you finish decluttering your clothes in your bedroom. Or simply comes to terms with the fact you may never find that missing sock and throw it out.



TIP

Having a small bag or box for donation ready in your closet can be a great way to put items that no longer fit as you try things on.

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.
- Put away items that do not belong with the clothes back where they belong in the home.
- Put away the cleaning products and vacuum.
- Take the after picture of all your hard work.



TIP

Decluttering your closet and keeping it organized will allow getting ready in the morning a stress free start to your day. As well as having that outfits you need to looking great.

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.