



**TOP
SECRET**

Mission:

Keep Your Tank Filled But

Not Your Car

MISSION BRIEF

MISSION

To win back your space from all the clutter scattered on the seats and within the compartments of your car.



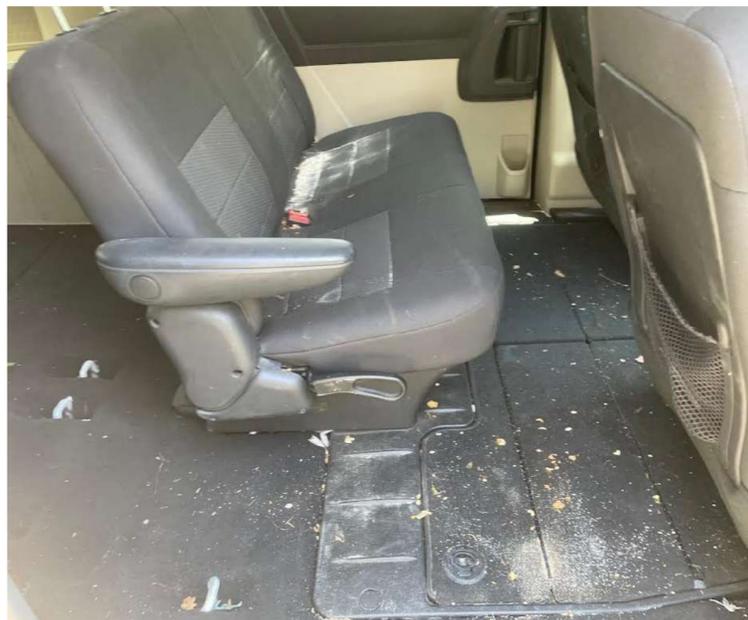
Est. Time Required: 30min - 4hrs

Your Mission



Approx Time Frame: 30 days

Declutter your car to remove any garbage, clothes, papers etc.. Clean the space and make room for your passengers.



MISSION ACTION PLAN

For the Mission you will need:

- Garbage Bags (Small - 20X20in)
- A box or container
- Blanket or Tarp (to layout items from car)
- Gloves
- Mask (to help protect from dust) - Optional
- Timer (to stay focused on the mission)
- LED Lamp (to provide a different perspective.)
- A cleaning cloth and all purpose spray cleaner
- 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 car door compartments, it's a great way to build the momentum for decluttering the rest of the car.



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?

Basic items to keep in your car:

- Auto Insurance and Registration
- First Aid Kit
- Roadside Emergency Kit (includes warning light or road flares)
- Bungee Cords
- Car Escape Tool
- Trash Keeper or small bag for trash
- Blanket
- Jumper Cables
- Vehicle manual



TIP

Depending on where you live you may want to keep seasonal items, such as snow brush, windshield washer fluid, windshield sunshade, insulated cooler etc...

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.
- Layout the blanket or tarp.
- 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

Driver's Side

- We recommend taking every thing out, one section at a time on the driver's side. **See the next page for the sections.**
- Put the items on the blanket or tarp.
- Start sorting the items (garbage, recycling or keep). Do they need to be kept in the car? OR Do they need to be kept but belongs in the home?
- Once you completed the sorting, next move on to the next section of the driver's side.
- Once all sections are sorted and completed, you will want to clean or vacuum the space.
- Finally, put back the items that you are keeping back in the vehicle, throw out the garbage, recycle and take the items that belong in the home back inside.



TIP

Using a travel coffee mug instead of a disposable cup is much safer and reduces the clutter in your car.

MISSION ACTION PLAN

Now, Start Decluttering

Level 1

Drivers Side Cont...

Sections on the Driver's side to complete:

- Start with the driver's seat
- Next , clear out the car door and each side of the seat.
- Continue with floor space, remove the mats too.
- Finally, under the driver's seat (if you can move it back*)

Follow the steps from the previous page for each section.

***we will cover under the seat later in the mission.**



TIP

For safety reasons, you want to keep the drivers side clear of clutter especially the floor space to avoid items obstructing the break and gas pedals.

MISSION ACTION PLAN



Take the time to celebrate this win.

Now, rest-up!

Your next level: Dashboard

MISSION ACTION PLAN

Continue Decluttering

Level 2

Dashboard

- We recommend taking every thing out, one small area from the Dashboard at a time.
- Put the items on the blanket or tarp.
- Start sorting the items. (garbage, recycling or keep). Do they need to be kept in the car? OR Do they need to be kept but belongs in the home?



- Once all sections are sorted and completed, you will want to clean or vacuum the space.
- Finally, put back the items that you are keeping back in the vehicle, throw out the garbage, recycle and take the items that belong in the home back inside.



TIP

Avoid keeping items on your dashboard that is not fixed in place. This will avoid items falling or floating around which may become a safety concern.

MISSION ACTION PLAN



Take the time to celebrate this win.

Now, rest-up!

Your next level: Console

MISSION ACTION PLAN

Continue Decluttering

Level 3

Console



Console includes: cup holders, armrest compartment or any other compartments located between the 2 front seats.

- We recommend taking every thing out, one compartment at a time.
- Put the items on the blanket or tarp.
- Start sorting the items (garbage, recycling or keep). Do they need to be kept in the car?
- Once all compartments are sorted and completed, you will want to clean or vacuum the space.
- Finally, put back the items that you are keeping back in the vehicle, throw out the garbage, recycle and take the items that belong in the home back inside.



TIP

Don't forget to check the sun visors or the rear view mirror to remove the extra clutter.

MISSION ACTION PLAN



Take the time to celebrate this win.

Now, rest-up!

Your next level: Glove Box

MISSION ACTION PLAN

Continue Decluttering

Level 4

Glove Box

- We recommend taking every thing out, one compartment at a time.
- Put the items on the blanket or tarp.
- Start sorting the items (garbage, recycling or keep).



- Once the glove box is sorted and completed, you will want to clean or vacuum the space.
- Finally, put back the items that you are keeping back in the vehicle, throw out the garbage, recycle and take the items that belong in the home back inside.



TIP

Common things to keep in the glove box are: emergency numbers, owner's manual, proof of insurance, pen and paper, flashlight, napkins, tissues, wipes and high energy snacks.

MISSION ACTION PLAN



Take the time to celebrate this win.

Now, rest-up!

Your next level: Passenger Side

MISSION ACTION PLAN

Keep Decluttering

Level 5

Passenger's Side

- We recommend taking every thing out, one section at a time on the passenger's side. **See the next page for the sections.**
- Put the items on the blanket or tarp.
- Start sorting the items (garbage, recycling or keep). Do they need to be kept in the car? OR Do they need to be kept but belongs in the home?
- Once all sections are sorted and completed, you will want to clean or vacuum the space.
- Finally, put back the items that you are keeping back in the vehicle, throw out the garbage, recycle and take the items that belong in the home back inside.



TIP

Keep a reusable garbage bag or plastic bag in your vehicle to put your garbage in when on the road. Don't forget to empty it frequently or when full.

MISSION ACTION PLAN

Now, Start Decluttering

Level 5 Passenger's Side Cont...

Sections on the Passenger's side to complete:

- Start with the passenger's seat
- Next , clear out the car door and each side of the seat.
- Continue with floor space, remove the mats too.
- Finally, under the passenger's seat (if you can move it back*)

Follow the steps from the previous page for each section.

***we will cover under the seat later in the mission.**



TIP

For safety reasons, you want to keep the drivers side clear of clutter especially the floor space to avoid items obstructing the break and gas pedals.

MISSION ACTION PLAN



Take the time to celebrate this win.

Now, rest-up!

Your next level: Back Seat

MISSION ACTION PLAN

Keep Decluttering

Level 6

Back Seat

- We recommend taking every thing out, one section at a time on the back seat.
- Put the items on the blanket or tarp.
- Start sorting the items (garbage, recycling or keep). Do they need to be kept in the car? OR Do they need to be kept but belongs in the home?
- Once you completed the sorting, next move on to the next section of the back seat.
- Once all sections are sorted and completed, you will want to clean or vacuum the space.
- Finally, put back the items that you are keeping back in the vehicle, throw out the garbage, recycle and take the items that belong in the home back inside.
- Repeat the process if you a have another row for a back seat.



TIP

If you need to keep certain items accessible in your car think about using a collapsible container or a bag to keep the items you need handy.

MISSION ACTION PLAN



Take the time to celebrate this win.

Now, rest-up!

Your next level: Doors & Compartments

MISSION ACTION PLAN

Keep Decluttering

Level 7 Doors & Compartments

- We recommend taking every thing out, one section at a time for the doors and compartments.
- Put the items on the blanket or tarp.
- Start sorting the items (garbage, recycling or keep). Do they need to be kept in the car?
- Once you completed the sorting, next move on to the next section of the different back seat compartments.
- Once all sections are sorted and completed, you will want to clean or vacuum the space.
- Finally, put back the items that you are keeping back in the vehicle, throw out the garbage, recycle and take the items that belong in the home back inside.



TIP

According to the FDA, bacteria that can cause food-borne illnesses double every 20 minutes, even at room temperature. So don't leave groceries or leftovers in a warm car for more than two hours, or only an hour when it's over 90 degrees Fahrenheit.

MISSION ACTION PLAN



Take the time to celebrate this win.

Now, rest-up!

Your next level: Floor

MISSION ACTION PLAN

Keep Decluttering

Level 8

Floor

- We recommend taking every thing out from the floor.
- Put the items on the blanket or tarp.
- Start sorting the items (garbage, recycling or keep). Do they need to be kept in the car?
- Once you completed the sorting, next check under each seat (including the front seats), and any hideaway seats compartments.
- Once all sections are sorted and completed, you will want to clean or vacuum the space.
- Finally, put back the items that you are keeping back in the vehicle, throw out the garbage, recycle and take the items that belong in the home back inside.



TIP

Did you know that a messy car interior can cause distractions and stress while you're driving. Remove items off the dashboard and store them in a compartment to reduce distractions.

MISSION ACTION PLAN



Take the time to celebrate this win.

Now, rest-up!

Your next level: Trunk

MISSION ACTION PLAN

Keep Decluttering

Level 9

Trunk

- We recommend taking every thing out from the trunk.
- Put the items on the blanket or tarp.
- Start sorting the items (garbage, recycling or keep). Do they need to be kept in the car?
- Once you completed the sorting, next check in the hidden compartments in the trunk, under the floor where the spare tire is kept. (if this applies to you)
- Once all sections are sorted and completed, you will want to clean or vacuum the space.
- Finally, put back the items that you are keeping back in the vehicle, throw out the garbage, recycle and take the items that belong in the home back inside.



TIP

Avoid keeping electronics, batteries, lighters, canned sprays or cleaning products in the car or trunk as these products could cause fires in temperatures over 90 degrees Fahrenheit.

MISSION ACTION PLAN



Take the time to celebrate this win.

Now, rest-up!

You are almost done your mission.

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.
- Bring in any remaining items that do not belong in the car back into the house.
- Put away the cleaning products and vacuum.
- Take the after picture of all your hard work.



TIP

Decluttering your car and keeping it organized will allow for a safer driving experience for you and your passengers. As well as having that needed space for your any future shopping you may do.

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.