



Clutter Crusher TOOLKIT

An ADHD workbook
to take control of
your home

THE QUEEN OF ADD

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Clutter Crusher Toolkit

By

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**An ADHD Workbook to Take Control of Your Home,
One Room at a Time**

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How to use this workbook

This workbook is divided into 4 sections and is meant to be a guideline for you to help you tackle those areas that are difficult to manage.

This workbook starts with something that everyone can relate to:
CLUTTER!

You can work on what is outlined in this workbook, or another area of your choice. This step-by-step guide will be there to help you and includes:

Drowning in Paperwork

Tackling the junk drawer

The Closet Purge

Pick a room, any room

Clutter Crusher Toolkit



In this module, we will give you a **step-by-step** guide on whether to save it or shred it. As you move from room to room, take your shredder with you.

Item	Shred	Save
Credit card receipt		Save for one month or until your cc statement comes.
Minor purchases receipt		Save for one month
Bank receipt	After you've checked them against bank statement or online posts	
Junk Mail	Right away! Your shredder awaits. If you do want the junk mail to reach you, here's an option for \$1.00- Direct Marketing Association Website: https://www.dmachoice.org/ Your name and address will be removed from prospective mailing lists, ending 75% of junk mail within about 90 days.	
Magazines		Read it, clip useful articles and then either shred or donate to a drs. office
Paystubs		Save for a year- recommend putting in a file
Bank Statements		Save for one year or try going paperless and do everything online
401K, financial retirement statements		Keep for one year. Try to go paperless on this, too.
Tax returns		Keep forever
Wills, Power of Attorney, Directions for End of Life Care		Keep forever

Mortgage Deeds, Survey of Property, Tax assessments		Keep forever
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For those keep forever items, we recommend a fire safe or safety deposit box to ensure those documents stay safe.



This area is a little bit more difficult to tackle, but if you get into a routine, you can be successful. Technology has also aided in this process, so it's not as painful as you think.

Item	Shred	Save
Report Cards	If they're yours, shred them!	Kids report cards – save. However, if you have the ability to scan, do that and shred the original. To guard against losing the information due to a system crash, store in a program such as Dropbox.
Holiday Card Envelopes	Right away, but first make sure you have the address.	
Holiday Cards	Ok, we know you won't shred these right away.	Holiday Cards have many recycling uses. Check out these ideas, http://www.wikihow.com/Put-Old-Greeting-Cards-to-Use
Kids Artwork/School Projects		This is tough! Our little darlings do a TON of projects. One great idea is to get a file or box started for each child and then give it to them upon their college graduation or wedding day. BINGO! Clutter... oops art is finally out of the house.

Now that you have had a look at our tip sheet for de-cluttering, it's time for you to map out your own worksheet. We have designed a template to make this process as easy as pie for you.

This worksheet will help you with individual tasks.

Today I will work on	Started	Completed	Reward
Gathering Receipts			
Sorting mail			
Shredding junk mail			
Compile tax documents			
File tax documents			
File or shred bank statements			
Organize bills			
Set up online bill pay			
Pay bills			
Shred envelopes and any inserts that came with bills or statements			
Put all 'keep forever' docs in a fire safe or a safe place of your choosing			
Make yourself file folders with labels, i.e. 2012 bank statements			

Now, did you notice that reward column? Yes- reward yourself for a job well done. It can be as simple as enjoying a cup of your favorite tea or going out with your friends for lunch.

Knowing you get a 'prize' at the end of your task always makes the dreaded task a bit more fun and gives you incentive.

TAMING YOUR JUNK DRAWER

The dreaded Junk Drawer – not the Black Hole, but just as scary!



This is an actual junk drawer of a friend. No, we won't name names, (though we got permission to use the photo), but it just goes to show that we all struggle with this age-old problem.

During this module, we'll tackle the junk drawer and offer organizing solutions and resources that are easy and affordable to do.

Step 1: Figure out how many compartments you need. To do this, empty your junk drawer and group together similar items that can be in each compartment. So, if you have pens and pencils, they could be in one compartment. Tape and scissors could be grouped together in another, etc.

Step 2: Throw it out or recycle. Not sure what it is or if it's broken or if it needs to be recycled, such as batteries? The items in the throw out pile: get rid of them immediately. For the recycle pile, put it somewhere where you're certain it will get to the recycle center. Check your local waste management center for recycle rules.

Step 3: Count your groups – How many compartments will you need? Having a drawer organizer will help keep it organized.

Step 4: Take a piece of newspaper and cut it to the size of your drawer, then draw the size of the compartments you need. This will help you shop for the organizer(s) that will suit your needs.

Step 5: Go shopping either in person or online. Some of us hate to navigate the crowds, so here are some online resources:

Modular Drawer Organizer:

http://www.amazon.com/gp/product/B004TB6QRW/ref=as_li_ss_tl?ie=UTF8&camp=1789&creative=390957&creativeASIN=B004TB6QRW&linkCode=as2&tag=addconsults

More Drawer Organizers:

http://www.amazon.com/b/?_encoding=UTF8&camp=1789&creative=390957&linkCode=ur2&node=1069540&tag=addconsults

http://www.amazon.com/gp/product/B000YGJ182/ref=as_li_ss_tl?ie=UTF8&camp=1789&creative=390957&creativeASIN=B000YGJ182&linkCode=as2&tag=addconsults

To shop in person, you can try your local dollar store, Ikea, Bed, Bath and Beyond, Office Max, Staples or Office Depot.

Step 6: Once you've made your purchase, you can start putting things away, and if you have a labelling machine, you may want to put a label on each section to remind yourself and your family where items go. After all, you put a lot of hard work into this! Here's our favorite labeler:

http://www.amazon.com/gp/product/B005X9VZ70/ref=as_li_ss_tl?ie=UTF8&camp=1789&creative=390957&creativeASIN=B005X9VZ70&linkCode=as2&tag=addconsults



thly task to tidy the drawer up. That way, it never
this AGAIN!

Item	Stays	Trash	Recycle	Relocate to
Pencils				
Pens				
Tape				
Scissors				
Rubber bands				
Markers				
Flashlight				
Candles				
Clothes pins				
Paperclips				
Postage Stamps				
Box cutter				
Toothpicks				
Calculator				
Erasers				
Medicine				
Old Batteries				
New Batteries				
Bingo Dobber				
Address book				
Extra car keys				
Money				
Coupons				
Dog/Cat items				
Thread				
Walkie Talkie				
Phone charger				
Other				

How to De-Clutter the Scary Closet



There's something living in my closet!

Closets can be the proverbial dumping ground, so it's no wonder you relate to the picture above.

Since we tend to keep most of our "stuff" in bedroom closets, let's start there.

You can use your bed as a sorting area, so let's start by making **3 piles**:

Keep: It still fits and it looks good.

Donate: You haven't worn it in over a year, it's way too big or small, and what were you thinking when you bought it?

Throw Away: Torn, ripped and thread barren items go into this pile. You can go a step further by making dust rags out of certain material.

Once you have your piles, you can choose what pile you want to start with. Here is a step-by-step guide on what to do with each pile:

Keep Pile: This pile can be sorted even further. If you are at the end of a season, i.e. winter to spring, pack away your winter clothes and use the same bin that the spring clothes are in to store your winter clothes.

Now take those spring clothes and divide them into the same three piles. For the “keep it” pile, you probably want to wash those clothes to freshen them up, so have a laundry basket available.

Throw Away Pile: Pick out the clothing that can be cut into rags and get rid of the rest.

Donate: Now is the time to sort this into two piles. Give to friends/family or donate to charity.

Get a box or bag and label it by where it is going. If possible, put it in your car to take it to its proper destination. Remember: if you donate it to charity, ask for a receipt because you’ll get a tax deduction.

Now that the donated clothes are in the car, the throw away clothes are in the trash and your spring wardrobe is in the laundry room, you can freshen up your closet!

Places to Donate clothing
http://www.salvationarmy.org
http://www.goodwill.org/get-involved/donate/
http://www.pickupplease.org/
http://www.voa.org/Get-Help/National-Network-of-Services/Community-Enhancement/Thrift-Stores
http://operationgive.c5host.com/
http://www.dressforsuccess.org/
http://www.thewomensalliance.org/

Here are some homemade recipes for air fresheners:

In a spray bottle:

2 cups hot water

1/8 cup baking

soda

1/2 cup of lemon juice

Spray freely inside closet

For a leave - in container:

1/2 cup baking soda

8 drops of favorite essential oil

Foil, to put over the top. Make sure you poke holes in it. Put this on a shelf in your closet and it will smell amazing.

You can repeat the closet process for your dresser drawers, too.



Pick a room, ANY room

It doesn't matter what room you choose, but what does matter is having a plan so when you are ready to dive in, you can **SPRINGBOARD** into the cleaning pool.

To help make this process a little easier, we are going to provide you the first room checklist and then you can take it from there and tailor it to your house. Remember, this is only a guideline.

Just as Rome wasn't built in a day, nor does your entire house have to be cleaned in one day. Breaking it down room by room can make the task of cleaning a little less overwhelming.

So, grab your sponges, mops and brooms and lets dive in!

PS- Notice the 'assign to' column. This is a group effort- get the entire family involved!

Bathroom

Task	Assign To	Tools & Products needed	The whys & where to find it
Throw out old cosmetics		Garbage can	<i>Did you know mascara should be thrown out after 3 months? Powders and Liquid makeup should be thrown out after 2 years.</i>
Throw out old medications		Double bag them for safety	<i>Never flush down toilet and check with your local waste management about medication disposal</i>
Organize Cosmetics		Containers of your choosing	<i>Dollar Stores have a great selection of containers to dress up your bathroom and store your makeup.</i>
Vacuum and wash walls		Vacuum, wash rag and bucket, liquid cleaner	<i>Check at the end of this module for homemade environment friendly cleaners</i>
Wash mirrors and windows		Window cleaner and rags	<i>Check at the end of this module for homemade environment friendly cleaners</i>
Clean window treatments		Duster for blinds Laundry detergent for curtains Trip to Dry Cleaner if you have dry clean only curtains	<i>If weather permits, dry your curtains outdoors- you save energy and you'll bring the fresh outdoors inside.</i>
Clean Toilet		Toilet bowl cleaner Scrub brush Rags for outside of toilet	<i>Check at the end of this module for homemade environment friendly cleaners</i>
Scrub Shower/Tub		Cleaners and rags or sponge	<i>*Depending on your cleaner, make sure you have proper ventilation when cleaning</i>
Floors		Vacuum, mops, cleaner	<i>Check at the end of this module for homemade environment friendly cleaners</i>
Light fixtures		Duster and water or glass cleaner	

Bonus Recipes

Cleaner to make things shine!

¼ cup of baking soda

Squirt of Hydrogen Peroxide

Make a nice paste and rub in on anything with grease, dirt or stains. It works wonders.

Window Cleaner

1 empty gallon jug

½ cup ammonia

16 oz. rubbing alcohol

1 tsp. blue Dawn dish liquid

Fill the empty gallon jug 1/2 full of water. Add the above ingredients, adding the Dawn last, so it doesn't lather too much when pouring in the other ingredients.

After adding the ingredients, finish filling the jug with water until it's full.

Gently shake jug to thoroughly mix ingredients, then pour some into a spray bottle.

Floor Cleaner

1/4 cup white vinegar

1 tablespoon liquid dish soap (I use Dawn and it's pretty concentrated/sudsy....so I cut this back to 1 TEASPOON)

1/4 cup washing soda

2 gallons very warm tap water (I think I added closer to 3 gallons to my bucket. I like to give the floor a pretty good soaking!)

Homemade FeBreeze

1/4 cup of baking soda

2 tbs. of fabric

softener Hot water

Put ingredients in a spray bottle and shake

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