

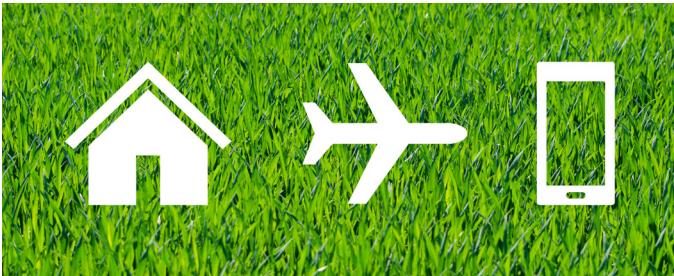
Wellness Bulletin

March 2020

De-Clutter Your Life

YOU DON'T NEED TO BE A SUPER NEAT PERSON to decide that your life needs a little organisation and a de-clutter. It's easy to look around and find that your living spaces and digital devices have become filled with a jumbled collection of items that may no longer be of any use to you anymore. De-cluttering your life doesn't have to feel overwhelming and once completed it can feel like a weight has been lifted from your shoulders.

This month we focus on three aspects of life that can benefit from de-cluttering and organising: home, travel & digital.



HOME AND HOSED

Take a minute and have a look around your living spaces. If your kitchen cupboards are a mess of plastic containers, your wardrobe is jam packed with clothes or your bathroom is overflowing with half-full products, it could be time for a clean-up. Here are some tips that might help in the process

- 1.** Just starting is the key. You don't have to do everything in one big go! Start small, and focus on one room at a time.
- 2.** Make decisions on what to throw away or donate before you start organising. Professional organiser Shira Gill suggests that if this is particularly painful or you are getting stuck ask yourself some clarifying questions:
 - Would I buy this item for full price today?
 - Would it impact my daily life not to have this item?
 - Is this item really worth the space it's taking up in my home?
 - Is this item adding value to my life right now?¹

- 3.** Discard broken items. We all keep things with the thought we will be able to have the time to either fix them ourselves or get them fixed by a professional. Consider whether this is realistically likely to happen

Pop an ad on a classified website if it is still in good condition. You'd be amazed at the things that people will take away from you for free, as the people looking do have the time and expertise to fix it themselves.

- 4.** Donate your old books and magazines to hospital emergency rooms, GP's or dentist's offices. Everyone likes something to flick through while they are waiting, so you will find that they may be happy to take these off your hands (as long as it's not from 2005!)²



TRAVEL TIPS

With a little planning and forward thinking, packing the right things (and leaving enough space for some souvenirs) is a breeze. Here are a few tips that will make the process as painless as possible:

- 1.** Think about your destination. Will you have access to a laundry service? Even if you're not staying at a hotel, you should be able to find laundry services in most destinations you travel. If you can launder your clothes, you can take less of them and just get them cleaned when necessary.
- 2.** Think about what you are going to pack. Do you need your big bulky over ear headphones or would some earbuds do? Thinking in this minimalist way can go a long way to reducing your load.

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3. Want to fly through the check-in process and skip the baggage carousel on arrival? You don't have to spend big bucks on a priority or business class ticket. Minimise your items and just take carry-on luggage! Most airlines give you a 7kg carry on allowance and that usually doesn't include a hand bag. You also have the added advantage of knowing that your luggage won't get lost in transit and the baggage handlers won't be carelessly throwing around your suitcase.



4. Think about using some suitcase organisers. These small box-like compartments slot straight into your suitcase and make dividing your clothes into types an easy process. They have the added benefit of helping you easily access what you want to find instead of you having to rummage through piles of stuff to get to what you want.
5. Watch some YouTube videos on how to fold clothes. While Marie Kondo has perfected the art of folding and is a good place to start, there are thousands of videos out there that can teach you how to fold clothes to save space. This will help you to pack mindfully and frugally especially if going for the carry-on option.

DIGITAL DAZE

Decluttering your digital life is just as important as decluttering your physical surrounds. Digital devices are usually weighed down with apps, photos, videos and downloads you no longer need. Check out our tips to declutter your devices.

1. Most mobile phones allow you to see what your most-used and least-used apps are. On android devices you can do this through the play store by looking at "my apps (installed)" then sort by "last used". Try deleting some of your least used apps and see if you miss them! You can always download the ones you need again.³
2. Go into your downloads folder and scroll through the files. Cull the ones you don't need and move the important ones to a cloud storage system.
3. Your photos can also live securely in the cloud. The bonus of keeping them there is you can access them from any device and if you lose your phone you can feel safe in the surety that your photos are backed up.
4. Sorting your email inbox by sender makes them easier to delete in batches. In outlook and gmail do this by typing this in the search bar: "from:name of sender"⁴
5. Unsubscribe from emails by searching the term "unsubscribe". Weed through the emails one by one and figure out exactly what email lists you still want to subscribe to.⁵

As we can attach strong feelings and memories to our things, decluttering can bring up some tough emotions or unprocessed grief during the process.

Reach out your EAP should these feelings arise.

FOR MORE INFORMATION PLEASE CONTACT SMG HEALTH

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