Decluttering Plan Workbook

 for Women with ADHD



**Coach Jenna Knight**

**Never Defeated Coaching**

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**Introduction**

Welcome to your Decluttering Plan Workbook! This guide is tailored for women with ADHD, focusing on strategies that work with your unique strengths and challenges. Let’s make decluttering a more enjoyable and less stressful process.

Coach Jenna 😊

**Observe Your Home Take a moment to walk through your home, paying attention to one room at a time. Spend about thirty seconds in each space—there's no need to analyze everything just yet. Listen to your inner thoughts.**

**What are your impressions?**

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**How would you characterize your home?**

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**Do you speak positively about it?**

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**Do you attribute the clutter or disorganization to yourself or your family?**

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**What feelings does each room evoke?**

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**Identify the Positives Offer some praise to your home. Remember that your home provides essential elements: shelter, comfort, a place to unwind, and safety. It’s time to acknowledge what works:**

**What do you appreciate about your home?**

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**Which room or area supports your needs effectively?**

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**Are there organized spaces where items are easy to locate?**

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**Is there a particular room or area that feels inviting and aesthetically pleasing?**

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**Recognize the Drawbacks- Provide constructive feedback to your home. Your home is a sanctuary where you can express yourself, so treat it gently. Avoid being harsh or critical; instead, maintain a kind perspective even when addressing what could improve.**

**What aspects of your home are not functioning well?**

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**Is there excessive clutter?**

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**Are items missing?**

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**Do you often waste time searching for things?**

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**Is there a lot of time spent rearranging items?**

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**Envision Your Ideal Space -Now that you've assessed your home, switch to a dreaming mindset. Consider these questions:**

**How do you envision your home looking and feeling?**

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**Would you like everything to be easy to find?**

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**Do you desire more open space?**

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**Would reducing maintenance time be beneficial?**

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**Embrace Realism Following your visioning, it’s time to adopt a realistic viewpoint. Reflect on your willingness to work towards your ideal home:**

**How much time, effort, and resources are you prepared to invest in achieving your dream home?**

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**Is your vision achievable given the resources you can commit?**

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**Are your expectations of yourself and your home reasonable within the time frame?**

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**Develop an Action Plan With clarity around your assessment, positives, critiques, vision, and available resources, it’s time to take action and embark on your decluttering journey. SMART goals are the smart way to make the tasks at hand realistic and “bite-sized”. And SMART goals work perfectly also for decluttering and organizing.**

**What is a S.M.A.R.T. goal?**

There are various interpretations of S.M.A.R.T. goals, but for developing a decluttering action plan, I prefer the original framework created by George T. Doran.

**S.M.A.R.T. is an acronym that stands for:**

**Specific** – Identify a particular area that needs enhancement.

**Measurable** – How will you gauge the progress?

**Assignable –** Who is responsible for implementing the changes?

**Realistic** – Considering available resources, what is feasible?

**Time-related** – By when do you expect to see results?

**SMART Decluttering**

The way I like to use SMART goals to smart decluttering (and create SMART decluttering action plan) is to:

**S = Specific**

* analyze room by room
* find out which area needs your attention/needs improvement
* choose a room/area

**M = Measurable**

* take before and after pictures
* choose some of the following to measure:
1. how many things you decluttered
2. how many things you kept
3. how many things you moved to another area
4. how much money can you get by selling the items
5. how many could you donate

**A = Assignable**

* Define who will be responsible for the decluttering process.

**R = Realistic**

* Evaluate the resources you have available (rooms, closets, cupboards, drawers, boxes, etc.).
* Determine what can be realistically accomplished with those resources.

**T = Time-related**

* Assess the amount of time you have available.
* Identify what can be realistically achieved within that timeframe.

**And most importantly: feel good about your progress and remember to celebrate each milestone!!!!!**

**About Coach Jenna**

**Jenna’s journey with ADHD commenced at the age of twenty-eight when she recieved her diagnosis which was a significant moment that brought clarity to her life. It sparked a strong desire within her to understand and embrace her ADHD, so she could inspire others facing similar challenges.**

**She earned my ADHD coaching credentials through various institutions, including JST Coaching and Training, Coachville, the ADD Coaching Academy, and Impact Coaching Academy. She obtained my master’s degree in psychology from the University of Phoenix in 2021 and is currently pursuing a Ph.D. in psychology at National University.**

**Prior to becoming an ADHD coach, she worked for the Massachusetts Rehabilitation Commission as a consumer consultant for learning disabilities and ADHD. She also chaired the LD/ADHD Task Force and served as an Ex-Officio member of the Massachusetts Statewide Rehabilitation Council.**

**When she is not coaching, she likes to engage in various activities, such as spending time with her family and friends. She is also actively involved in Buddhist practices.**