



## Eliminating Clutter From Your Home

In extreme cases, a cluttered house can be a severe health risk. In others, an unorganized home can just make day-to-day life a challenge. These tips can help you free up plenty of space:

- › Organize mail, recyclables, clothing and linens right away.
- › Use a file cabinet to arrange your important documents.
- › Clean out storage spaces—basements, attics, garages, crawl spaces, drawers and closets—at least once a year.
- › Appraise your “valuables,” then sell, give away or throw out those items that aren’t secret treasures.
- › Organize a garage sale to clear some space and add a few dollars to your pocket.
- › Ask yourself, “Do I really need that?” If no, consider parting with your item.

**Get free, confidential counseling and support, 24/7, from your employee assistance program.**

**Phone: 888-972-4732**

**Online: [guidanceresources.com](http://guidanceresources.com)**

**TDD: 800.697.0353**

**Your company Web ID: **STATENV****