



One Thing At a Time: 100 Simple Ways to Live Clutter-Free Every Day

Cindy Glovinsky

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Simple, effective ways to put things in their place

Those piles of papers, clothes, and other things you thought you'd successfully de-cluttered have returned, and this time they brought friends. What's the use of trying to fight the clutter? Is there a better way?

This powerful and useful guide delivers solutions that work, no matter how overwhelmed you feel. The answer isn't an elaborate new system, or a solemn vow to start tomorrow. Instead, psychotherapist and organizer Cindy Glovinsky shares 100 simple strategies for tackling the problem the way it grows--one thing at a time. Here's a sampling of the tips explained in the book:

- *Declare a fix-it day
- *Purge deep storage areas first
- *Label it so you can read it
- *Get a great letter opener
- *Practice toy population planning
- *Leave it neater than you found it

Written in short takes and with a supportive tone, this is an essential, refreshing book that helps turn a hopeless struggle into a manageable part of life, one thing at a time.

One Thing At a Time: 100 Simple Ways to Live Clutter-Free Every Day Details

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Lisbethlevine says

I've started a lot of organizing and time-management books, but this one I actually finished. Cindy Glovinsky doles out one tip at a time, making it easy to read the book in short bursts and start applying what you learned. Some of the tips are outdated due to changes in technology and some are so basic that you wonder whether they need to take up real estate on these pages, but overall, I got a lot out of it. Her mantra, "one thing at a time," really works when my brain is spinning in too many directions.

Ruthmgon says

I really really like this one...it has some good ideas. It is laid out so you can stop and start at any section, after the introduction which goes over one or two of the authors basic tenants. Most sections or chapters are about one page long-easy to digest and ponder or skip on to the next. They have some immediately useful ideas, ones you can make use of mid sort without having to remember why was that way of doing my files important?

Sometimes when I need a push to keep motivated, one small idea can work wonders. The one here I could mention is her heading on "keep it moving on" She has ones for books, magazines, etc. The idea is that you scan the room or area and move things toward their final place. If a dish is dirty, put it in the sink. If there are dirty dishes in the sink, wash them and put them to drain. IF there are dishes which are now dry put them in the cupboard. Pretty basic, yes, but the way she frames it is what is so helpful. The clutterer is overwhelmed and often won't start anything. This keeps it from being personal and makes it more of a simple task item without needing a list or something. It keeps the tasks from being overwhelming and trains the classic clutterer to think like organized beings. This has already helped me in the office--because moments where I am pondering what to do next--I move the paper on, make the phone call needed, respond to the difficult email, put the pens back, etc.

This is not terribly dated like some clutter books can be. Also this is not cutesy and has nice typography, which I hate to admit is important to me.

Kathy says

A few weeks ago when I asked friends for recommendations on home organization books, almost everyone answered, "Have you seen my house?". They wanted me to let them know, however, if I found any good books. Well, I haven't. This book is not intended for anyone who has even the remotest bit of organization in their lives. I can't think of anyone I know who would benefit from this book.

Amy says

Good advice. I mostly skimmed this because I didn't have time to read stories about every single 100 tips. I

like self-help books simply because I become motivated regardless of the effectiveness of the author. They just get me in the frame of mind to make change in my life.

T Crockett says

This book is a great companion read - something you can pick up, read a section (usually 1-2 pages) and then put down again. I was worried the book might just be a bunch of organizing tips and praise for labeling machines. It's not like that at all. Glovinsky goes beyond organizing to get at the emotions that lead to the creation of clutter in the first place. The tone is friendly and the advice clearly comes from someone who has worked with A LOT of people, so she knows one size does not fit all. I'm enjoying it.

Dolly says

Dated and contrary to much of what Marie Kond? says in her popular book, *The Life-Changing Magic of Tidying Up*, this book offers a laundry list of 100 suggestions to help clear clutter.

The topics were each short reads that were designed to give the reader a specific chore to complete, but they weren't very cohesive and many seemed to only conceal clutter (put it in a box, neat stack, or file) more so than rid a person of it.

Having recently read Ms. Kond?'s book, I was less than impressed.

Meh.

interesting quote:

"When energy is down, the first thing people do is stop making decisions and let events take their course." (p. 58)

Tina Razzell says

One Thing at a Time – Book Review

The book contains 100 simple ways to live clutter free every day. The chapters are short, but contain a lot of useful advice. Here are a few ideas from the book that spoke to me:

Keep It Moving

In both the chapter on laundry and the chapter on dishes, the author urges us to “keep the clothes moving on” and “keep the dishes moving on”. We need to realize that dishes and clothes are a fact of life and move them to the next stage of the process to get them clean and put away. After reading the book, I now look at dishes and clothes and think, “Keep it moving” and then action them for 5 or 10 minutes.

Set Numerical Limits

We know we have too many clothes, but how many are a good amount to keep? The author suggests setting limits such as: 10 sweaters, 10 shirts, 6 pair of pants, 5 turtlenecks, 3 pair of shorts, 7 t-shirts, and so forth.

Instead of just downsizing, and getting rid of what you don't want, she suggests just choosing your favorite and getting rid of the rest.

Purge Deep Storage Areas First

This is the first book I have read that has said this, but it makes sense. If your basement, attic or storage bins are already full, the next place to store things is in your living space. Also, the things we stored many years ago have less value to us and are easier to part with. As you clear your deep storage areas, you will gain space for things that really belong there and so gain space in your living areas.

Speed up your Heart

Clutter happens because we don't have the energy to deal with it. Adding aerobic exercise to our routine gives us energy and lifts your mood. Mental fatigue and physical fatigue are related, if you start to feel tired, take an exercise break and then get back to work with increased energy. If this doesn't work, take a nap or have a snack.

Open the Windows

Just the simple act of opening the window will help you feel energized as you breathe in the fresh air and not the stuffy air that has been recirculating in your home for a long time. When you feel oxygen deprived, your energy flags, and clutter piles up. Invite more air into your life and you will see energy come in with it.

Is it Worth It?

If you keep something, make sure it is worth it to keep. There is a cost to housing it, cleaning it, protecting it and maintaining it. Things cost you when you choose to keep them. Does keeping your stuff cost you in terms of human relationships? Many marriages break up over material things.

The book was written in 2004, there are a few chapters that show its age, such as "Get a Rolodex". My only criticism of the book is its absence of electronic media to solve clutter problems, such as storing data and photographs electronically, that wasn't such an obvious solution when the book was written.

Nevertheless, I found the book inspirational to dip into from time to time. While it's not the sort of book you sit and devour, keeping it on the coffee table and reading a few chapters at a time inspired me to then put the book down and move with a decluttering project. Most of the advice was fairly obvious, but the reading of the book was definitely worthwhile.

Patty says

I can't believe I am saying this, but I thoroughly enjoyed reading this book! I rarely give 5 stars to a book, but this one deserves it!

As I was reading some of the other reviews, I will say this - the book is written for those of us who have a hard time with organization. Furthermore, her writing style is great for someone with a short attention span! She lists 100 tips, each one taking up a page to a page and a half. My house is so much more organized and clutter-free after reading this book, and I have been unorganized all of my life.

Here's my favorite tip...it sounds very basic, but it was revolutionary for me. She suggests keeping your to-do lists on clipboards. Here's why this worked for me...

1) a clipboard gives you a feeling of being in control, which helps clutter-prone people to gain a strong sense

of peace and direction.

2) at last, to-do lists aren't scattered around on post-its and little scraps of paper that you can't find.

She is very forgiving and encouraging to those of us who struggle to keep our homes and offices clean. My peace has increased tremendously, and now I can have friends over on a regular basis rather than having to take 5 hours to clean before they come. Enjoy!

Mycala says

Cute book! While I already do a lot of things suggested in here, there were enough other ideas that I still found it to be helpful and informative.

Cindy says

I liked this organizing book - it is organized into 100 short suggestions (no more than 2 to 3 pages) to help with getting clutter under control. Her suggestion is to read this through and then go back and select/work on/implement those bits that speak to your particular problem areas. I think it's a good suggestion and have marked a few passages for further action:

Living clutter-free requires that you take care of yourself. Things have a way of piling up when you don't feel energetic and happy. Certain aspects of self-care --going to bed earlier, getting enough exercise, fresh air, and sunlight, even grooming and wardrobe--are particularly relevant to the clutter-free lifestyle.

De-clutter your body Creating order and beauty on one level makes it more likely that you'll create it on another level.

Post checklists of routine tasks Checklists are invaluable for clarifying routine tasks, Make at least 4 of them: daily, weekly, monthly, and annual. Keep the lists simple & easy to read.

Make a list of minitasks Pool your minitasks by making a long list of them and then throw yourself into the big job of doing them all. Select tasks that will take ten minutes or less.

Purge deep storage areas first Purge everything you can and consolidate the rest. Then when you start to move surface items into deep storage, purge out those as well.

Use pleasures as rewards, not escapes Make a list of favorite pastimes and use them as rewards after finishing daily chores.

Plan your wardrobe Start looking at what you already have. Sort. Purge anything that doesn't fit, is worn, or just makes you feel ugly. Look at what's left and the outfits that you can make from them. Decide what you need to purchase to make your wardrobe work for you. It's about taking charge of your clothes and your life.

I registered a book at BookCrossing.com!

<http://www.BookCrossing.com/journal/13676197>

Katherine says

Very helpful

Easy to read. At least one item from this book will stay in your mind or memory. I read this 10yrs ago. My bf threw it away and I have tried to find alternatives but this book is irreplaceable for scattered minds. I am excited to see how much use it gets on my kindle fire tablet. I would like a paperback version but enjoy the ability to always have this available via phone, tablet, kindle, or pc.

Bethany Lockhart says

I'm a sucker for organizing how to's. Especially one that breaks big, daunting projects into bite sized chunks. Written with easily relatable tips and advice, author Glovinsky also helps to look at causes behind the clutter - to help you make real change. There were even a few humorous moments thrown in! Gotta love keeping a sense of humor about clutter management.

Coreyann says

Simple ways to declutter. Most were not "ah-ha" moments but more common sense. I did, however, find it motivational to an extent. I gifted this book on to someone else who may also find it inspiring to clear the junk from life.

Kathleen says

I'm very picky about what books to keep on my bookshelf, and this one I am keeping.

The author, Cindy Glovinsky is very sweet and patient within this book in explaining a long list of different tips to help a variety of different people with different needs and personalities in keeping your things organized, clean, and clutter-free. The author doesn't scold you for making a mess of things, but rather helps you to see with a few different steps that you can make a difference in the cleanliness of your things. The author's choice in capitalizing the first letter of the word Thing, shows respect to your things and helps you to be more receptive in her advice. Very helpful book.

Kari Stidger says

The information in the book felt dated. And the author's tone seemed condescending. I read this one after finishing Dana K. White's De-Cluttering at the Speed of Life and much preferred Dana's style and tone. That book felt like having a coffee date and chat with a friend. This one felt like my mother giving advice on how she would handle my clutter. There were some bright moments with advice that I appreciated but the majority of it was overly simplistic and didn't feel particularly authentic.
