

# Small Project Management Activity & Reflection

This activity provides opportunities learn that progress using small projects, consistent methodology, and incremental changes can lead to monumental change and continue to engage you in the decluttering process, thereby building tolerance to being uncomfortable. This “save a nickel a day” mentality will get you to your vision one small project at a time. Who doesn’t like to feel like a winner? The feeling expands confidence.

## *Small Project Management*

Being a project manager simply means you get shit done. The learning will be repeatable for larger projects.

**WHAT:** Complete three small scale dismantle and disperse projects.

**WHY:** Create an efficient and repeatable process.

**HOW:** Identify three small clutter problems. Possible examples:

- Too many undergarments (Many never used, ripped, or uncomfortable)
- Junk drawer is out of control (No divided spaces, duplicates, or wrong location)
- Too many household plants (Visual clutter. Many overgrown, unhealthy, or in the wrong location)
- Daily mail gets buried and ignored (Inconsistent location of mail and drop area)
- Coats aren’t hung up (No rules or noncompliance, no hooks or hangers, no consequences)
- Too many coffee mugs (No space, sentiment over space, many unused)
- Other...

**TOOLS:** Paper. Writing utensil. Consult decluttering tools list on page 174.

**TASK:** Write down the project or problem and suggested approach. De-clutter (dismantle and disperse) three small clutter problem areas.

**TIME:** Thirty minutes per project problem. Ninety minutes total.

## *Reflection Activity*

**WHAT:** What project was the most successful? Why? In the space below, answer the reflection questions.

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