

Clearing Clutter with EFT™

Figen Genco, BA.



My will is that we all benefit from this manual immensely!

To “Great” [Gary Craig, the founder of EFT](#),
the amazing individual whose work and inspiration
led me to create this manual.

“I’ve been doing energy healing work since 1991 and my jaw still drops at the results. I’ve lost count of the number of phobias, panic/anxiety attacks, traumatic memories, guilt, grief and physical ailments that have been elegantly relieved (often in minutes) by this procedure. Even though EFT violates just about every conventional belief out there, the results remain remarkable. EFT isn’t perfect, of course. We don’t get 100%. But it usually works well and the results are sometimes spectacular. It often works where nothing else will.”

Gary Craig, Founder of EFT



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***“I am alone in nothing. Everything I think or say or do teaches all the universe.”
A Course In Miracles***

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A> INTRODUCTION

I felt the need to write this manual for all those suffering throughout the world because of their belongings taking over their lives and for those who are helping them professionally, my fellow professional organizers!

As I write this manual, to my knowledge, I am the **first** and **only** Professional Organizer who incorporates EFT for clients. I hope to be the Pioneer with EFT for NAPO (National Association of Professional Organizers). My vision is to initiate NAPO adopting these techniques and including EFT in its educational and certification programs.

I chose not to charge for my MANUAL.

This manual is the starting point for EFT in the professional organizing industry. **It is my gift to you.**

MY INTENTIONS- with this manual..

Be a new light to people who feel stuck in the way they live and work
Reach much more people than I personally can
Get known as the EFT expert in the professional organizing industry
Help my fellow organizers get more satisfaction from what they do
Raise awareness about discovering and addressing the cause of challenges
Be recognized at NAPO with my contributions with EFT

...And maybe more that I am not aware of YET

MY STORY with ORGANIZING, FENG SHUI and EFT

When I first started working as a Professional Organizer, I had always felt the need to re-arrange the furniture in most cases before starting to set up efficient systems for my clients. This need for rearranging the layout was intuitive and the new location of the furniture came to me instinctively. My clients were thrilled with the new arrangements and I realized how easily they adopted and maintained the systems we established afterwards. Entire attitude of the room and about the room magically changed. There was an easy flow, great functionality and aesthetically pleasing beauty. I wanted to find out and explore more about what I was doing!

The desire to uncover the origin of my intuitive placement of objects led me into my Feng Shui education. During the 9 month Feng Shui certification program, I self- discovered why I did what I did, and learned much more about Feng Shui at and outside the program. I applied what I learned into my personal and business life purposefully and consciously, and got results which are amazing.

After the Feng Shui certification program, I continued with my studies on spiritualism, self-discovery, and personal improvement. I completed Reiki Levels I and II. I learned about Shamanism during which I applied and became an ordained Minister from Universal Life Church, a non-denominational church which embraces all religions and beliefs.

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Integrating Feng Shui in my work enabled me to reach deeper levels with the challenges that my clients were going through. I consulted, coached and educated my clients during the physical work we did. They confided in me, and I **longed for a technique to be able to help take their internal pain away**. My wishes were answered in less than a year.

I discovered Gary Craig and EFT right after an intensive study with the works of many spiritual teachers; Alberto Villoldo, M. Scott Peck, Wayne Dyer, Deepak Chopra, Rabbi Harold Kushner, Doreen Virtue, Karen Kinston, Lee Carroll & Jan Tober, Denise Linn, Masaru Emoto and others. During this time I had the opportunity to attend several Native American, Tibetan, and Indian ceremonies. I was also learning from healers of different modalities. Meanwhile, I had the opportunity to be in the teacher of Polish Catholic Nuns and Thai Buddhist Monks, which added to my exposure to different religions and beliefs.

EFT became the answer to my search as the Internal De-Cluttering™ technique. It added the third dimension to my work as a Professional Organizer, after Feng Shui being the second. I use **EFT to facilitate elimination of the guilt, hopelessness and lack of motivation**. EFT also helps remove the blockages to organization, erases the emotional effects of the undesirable experiences which bring people where they currently are; and unfolds their true potential. **Feng Shui principles help me start with the correct foundation for balanced and harmonious energy flow, and Professional Organizing enables me create order, accessibility and functionality**.

My work with EFT

EFT is an ongoing study for me. The more I learn about it, the more I use it. The more I use it, the more ways I discover to use it. Even though I use EFT on various cases, my specialty has become helping people who have difficulty in “**letting go**”. And I found out by experience that in nearly all cases, some form of “not letting go” is the core of the physical and emotional challenges in people’s lives.

EFT is a simple therapy tool which does NOT require the practitioner to be a therapist. Similar to the founder of EFT, Gary Craig, I am neither a licensed therapist nor a psychologist. Besides the courses I have taken during my college education, most of my knowledge in the field of psychology and human behavior is self-taught, intuitive, and gained by years of studying, observations, practice, applications and experience from working with people in different environments as a teacher, a professional organizer, a Feng Shui consultant, and an EFT practitioner. I practice what I preach in my business and personal life eagerly and consistently.

My personal empowerment and transformation with this technique along with my strong foundation on working with people one-on-one on a personal level have helped me integrate EFT in my practice immediately. I have been having remarkable results.

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HOW TO MAKE BEST USE OF THIS MANUAL

Be kind to yourself. Don't expect too much, too soon. If it happens fast, it is wonderful! If it doesn't, it is OK, too. If you can work on changing one belief, and getting rid of one blockage in your system a day/a week; you are on your way to success. Even if you won't see the physical results in your environment until you actually start working on it, changing the way you look at the situation is a great improvement. As a matter of fact, your belief system and your perceptions are what brought you where you are in the first place.

Your might find statements in your belief system such as;

- “I can never be organized.”
- “I don't have the ability.”
- “I don't have the time.”
- “I am hopeless.”
- “I am a hoarder.”
- “It is in my genes.”
- “I am a packrat.”
- “My family won't cooperate.”
- “Nobody can help me.”
- “Being organized is for left-brained people.”
- “I can't be creative if my things are in order.”
- “What if I need it?”
- “I can't get rid of it! It belonged to my great aunt.”
- “My house is a mess.”
- “I am a total mess.”
- “.....” FILL IN THE BLANK

This kind of thinking is what leads to blockages, distress, undesired habits and behaviors, and sometimes physical illnesses. Disorganization and clutter might be main causes of many emotional difficulties such as depression, as well as physical problems such as asthma.

If you work on de-cluttering blockages in your thinking diligently, the results in your work with your environment will show up eventually. You will find yourself cleaning up and letting go of things much easier.

When you are emotionally and psychologically ready to let go, your organizing projects become fun and enjoyable. If setting up the organizational systems is not your forte, hire a professional organizer- www.napo.net. There are many organizers who would help you create magic in your space once you are mentally and emotionally ready. You will also be able to maintain what you two together have created much easily.

Physical and emotional clutter also shows up in your body as excess weight. Do NOT be surprised if you start losing the extra weight!

Relax and just read this manual all the way through first. Let the ideas sit with you for a while. Observe how “having hope” and “understanding that it is not your fault” will change your way of looking at your current situation. Then, when you feel ready, try the suggestions calmly with persistence.

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B> WHAT ARE CLUTTER AND DISORGANIZATION?

WHAT IS CONSIDERED CLUTTER?

- Things that are not used
- Things that are given to you but you don't like or need
- Things that you have in multiples
- Projects that have been waiting to be finished for a long time
- Supplies and books of previous hobbies and interests
- Things that drain your energy
- Things that have negative connotations
- Things that remind you of unpleasant events or times
- Things that make you feel bad about yourself
- Collections
- Too many things on display in small area
- Memorabilia from people or events in the past, which has no value or meaning now

WHAT IS DISORGANIZATION?

- Papers on the kitchen counter, dining room table, window sills, on top of the cabinets
- Toys scattered in every room
- Laundry half folded, half in baskets in the hallways
- Fridge, pantry, and medicine cabinet containing expired products
- Piles of magazines and newspapers in the kitchen and the family room
- Mail and bills half opened on the kitchen counter and on the desk
- Filing cabinets overflowing- business office or home
- Half- done projects with missing pieces scattered- office or home
- Boxes of unopened samples, gifts- bought by you, or given to you
- Garages, basements and attics filled with unopened boxes from previous moves
- Closets filled with unfitting clothing and bags of pictures and unknown objects

HOW DO ABOVE AFFECT PEOPLE?

- People feel lost
- People feel overwhelmed
- People feel embarrassed
- People procrastinate
- People are afraid of change
- People lack enthusiasm
- People feel depressed and inadequate
- People grow to dislike what they do
- People are not in charge of their lives
- People are not proud of themselves
- People do not feel as good examples
- People don't like their environments
- People have problems among family members
- People can't sleep

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C> PHASES TO “DE-CLUTTERING” and “ORGANIZING”

While getting organized, you go through three phases; mental, emotional and physical.

1. Mental Phase:

This is when people decide that they do not want to operate and live the way they have been any more. They know and accept that something needs to be done. They start searching for solutions. They believe that they might be lacking a magical piece of furniture, container, shelving unit or another organizing tool which will be the answer. They rush out to buy those things, soon to find out that what they buy becomes part of the clutter. Then they buy books on organizing which also end up getting buried under the piles of things. This happens because they skip the second step; emotional stage and go right into the third; physical phase. This is the reason at that phase, when they hire a professional, sometimes the organizing project becomes sorting, containing, and storing the CLUTTER rather than a true clearing out and setting up functioning systems; and creating beauty with what is really needed and used. Organizing the CLUTTER benefits neither the client nor the organizer in the long run. A professional organizer who is equipped with EFT can help client go through the Emotional Phase with ease and achieve “true organizing”.

2. Emotional Phase:

This is the time when logic doesn't work. People want to hang on the things that they know they will never use, need, like or want to see for the rest of their lives. They know the fact logically, but they can NOT be talked into letting go. This is when organizers get calls for cancellations. This is when organizers start doubting themselves because they can't understand what the client is going through. Deep down inside, the blockages prevent people from moving forward or cause them fall back into the same patterns after many attempts of de-cluttering and organizing. Emotional Phase is the period when EFT works wonders. People can prepare themselves with EFT before they actually work with an organizer in the Physical Phase. If the organizer practices EFT, the two phases; emotional and physical, can be combined. Whenever the client feels overwhelmed or anxious, tapping is applied to handle whatever is surfaced. In my work, I apply both methods depending on the client and the situation at hand. If this stage is not completed properly, people end up with repeated frustrating results. This leads them to decide that organizing doesn't work and they can never be organized.

3. Physical Phase:

This phase is when the actual physical work is done. At this phase, you can learn from books on organizing, work by yourself, or hire a professional organizer and consult with a Feng Shui designer. Also, now you can shop for appropriate organizing tools- and buy only the ones you really need!

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D> WHAT IS ORGANIZATION AND HOW TO GET THERE

Through the years of working people one on one in their living and working environments and in classroom settings, I observed an unchanging rule. When people are in balanced and harmonious environments, they are happy. They work better with more efficiency and productivity. They learn better and study easier. They are healthy. There is an overall contentment in the air around them. They enjoy life, themselves and whatever they do. On the other hand, people in chaotic environments feel lost, anxious, dissatisfied, disappointed and unhappy. They are more prone to physical illnesses and they get upset easily.

- **WHAT IS ORGANIZED?**

“Organized” means having a functioning system that works for YOU. In this system, logical homes are assigned for your belongings for easy access, functionality and stress-free maintenance. While creating these customized systems; your personality, habits, life style, work patterns, space, furniture, family and belongings are taken into consideration. The most appropriate system can only be achieved with your active participation during the process of creating them. Without your input and participation, any other third person, who doesn’t know you for long, or is not familiar with your style, habits, wants and wishes will end up creating a system which is right for THEM, not for you.

Having this sophisticated, yet simple system helps you achieve your goals, which can range from making more money in your current job to starting your own business, from losing weight to finding your ideal partner, and from improving family relationships to enhancing your life in every aspect.

- **USE of FENG SHUI IN DE-CLUTTERING**

Feng Shui is a way to arrange the space and the lifestyle so that it is in sync with nature. Feng Shui means “wind” and “water”. Just like wind and water swirl freely around in their environments, Feng Shui principals help create environments in which positive energy-Chi- can flow freely without obstruction in a natural and gentle flow.

By arranging furniture with Feng Shui principles and not allowing energy stagnation, we accomplish beneficial Chi flow. Energy stagnation is prevented by not letting the clutter build up. Clutter has proven to have undesired effects mentally, emotionally and physically. The basic principle of Feng Shui is only having what is really needed and loved in our environment. This requires a thorough de-cluttering and letting go of many objects which accumulate constantly in our lives. Once this part is accomplished, the rest of Feng Shui principles and cures can be applied easily.

- **WHEN MOST PEOPLE GIVE UP AND HOW TO SURVIVE THOSE TIMES**

1. Clutter makes you depressed. The more depressed you are, the more chaos you create. Then you get more depressed. Finally, you decide to do something about it. Then you look at it. It overwhelms you. **You don’t know where to start!** And you give up.

2. You start working on it. Something overwhelms you- the amount, the memories, the dirt and dust. You leave the area with an excuse. And you give up.

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SOLUTIONS:

1. Start the physical phase with Feng Shui- explained below
2. Go through the emotional phase with EFT- explained in the next section

Even though Feng Shui comes in second in the order which these steps need to be done, I will explain Feng Shui step first because EFT is the main theme in this manual. After working on emotional blockages with EFT, come back to this page, set the scene with Feng Shui as I describe it and then work on your sorting and decluttering.

STARTING ING THE PHYSICAL PHASE WITH Feng SHUI

MEDITATE:

Whatever form of meditating you practice is acceptable. It can be going for a walk or just sitting quietly in a room by yourself. Do it 3 days in a row. Before meditating take a deep breath a few times and blow it all out. Imagine the way you want your space look like. Envision the colors, the organization, the layout of the furniture, and the fabrics. Feel the smell of the new paint even if you are not planning to paint, and the fresh aroma of the cleaned rooms. Imagine yourself walking, sitting, reading, even dancing in your recreated space. See the smile and happiness on your face; experience the feeling of accomplishment and empowerment from taking the control.

HAPPY SPOT™:

Happy Spot™ is my creation. After consistently observing how overwhelmed my clients get in the process of sorting, I came up with this idea of creating a Happy Spot™ in the area we work. This method works wonders especially when the work area is dark, dusty, overly crowded and has been left untouched for a long time. Start by opening the windows for some fresh air if you can. The Happy Spot™ could be a shelf, a small table or top of a low cabinet. This spot should be in an area which can be seen very easily while working. Start by physically cleaning this table top or whatever you choose to use. Bring fresh flowers, some candles, and a glass bowl of water with stones or shells in it. Pictures of people who love you can be placed in this area. You can also put any symbols or figurines from your religion or beliefs. Prepare some music that you love to listen while you are working. Also bring bottled water and drink during your project. Bottle is preferred to be able to place the cap when not drinking the water. (Do NOT leave the candles unattended if you light them)

PEACE and QUIET:

This is especially important if you will be working by yourself without a professional organizer who would keep you focus on the project. It is best to plan and arrange to work without any distractions such as phone calls- received or made, TV, and radio shows. Otherwise it will be very easy to get distracted and leave the project.

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PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY:

DISCLAIMER: EFT is gentle and easy to use, and has to date yielded remarkable results for relieving emotional and physical distress. While there have been no distressing side effects reported to my knowledge, this does not mean that you will not discover side effects for yourself. IF YOU INTEND TO USE THESE TECHNIQUES, YOU MUST AGREE TO TAKE FULL RESPONSIBILITY FOR YOURSELF AND OTHERS WHILE APPLYING THESE TECHNIQUES. You may wish to consult a trained EFT practitioner. If you continue reading through this page and apply these techniques, you are agreeing to take full responsibility for yourself and others when applying the EFT technique, and shall neither hold Gary Craig, myself nor anyone else associated with EFT responsible for any adverse side effects or outcomes.

If you do NOT agree with the above disclaimer, please stop now

If you agree to the above disclaimer, please continue on...

E> INTRODUCTION TO EFT

I. WHAT IS EFT, Emotional Freedom Techniques

Emotional Freedom Technique (EFT) belongs to a new class of treatments referred to as *Energy Psychology*. It is a combination of varied traditional and energy healing modalities. In one way, it could be described as “psychological acupressure” because of its use of ancient Chinese meridian system. It is easy to learn and apply for immediate relief. It has proven to be successful with many recorded cases that were performed by EFT practitioners with non-health related backgrounds as well as licensed health professionals. It is one of the most effective, efficient, gentle treatment techniques which has proven to be safe, easy to apply; and it is non-invasive.

EFT is founded by Gary Craig, a Stanford graduate engineer and a non-health professional. Gary performs EFT as a personal performance coach. [More about Gary.](#) Gary shares his work gracefully and generously with the world. He came into my life through his work just when he was meant to be. EFT became one of my main tools because of its effectiveness, simplicity, and flexibility. It is very empowering, exciting and rewarding to see my clients releasing the resistance and move forward much more easily.

This manual is designed to specifically address the difficulties related to de-cluttering and organizing rather than explaining the details about EFT. Even though I will be describing the short-cut method as demonstrated in the recent instructional [EFT DVDs by Gary Craig](#); for a full explanation on EFT, instructions, charts and graphics, please follow this link to the EFT founder Gary Craig’s website and download the FREE [EFT Manual](#).

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II. HOW TO APPLY EFT

1. Choose an Emotion to Address

(Emotions that are related to de-cluttering and organizing are listed in section F)

2. Rate Your Intensity (SUD levels)

On a scale of 0-10, 0: no distress, 10: highest level of distress
How uncomfortable is the feeling now?

3. Set-Up Phrases

While rubbing on sore spots or tapping on the Karate Chop Point, repeat the appropriate phrase that is related to the emotion you picked 3 times out loud.

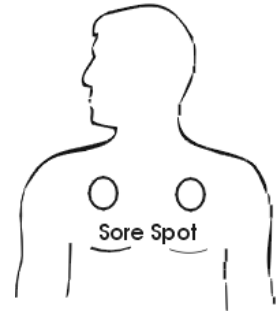
(Set Up Phrases are listed and explained in detail in section F)
For Example:

"Even though I feel overwhelmed about cleaning out my closet, I deeply and completely accept myself."

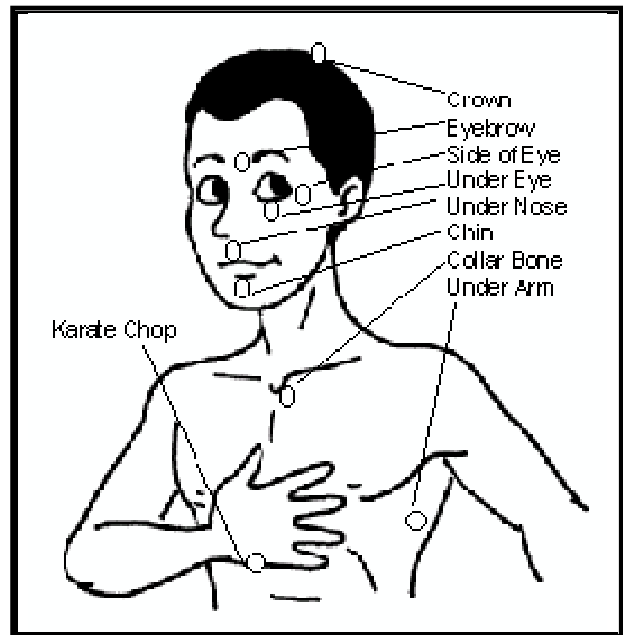
After you have completed this step, start tapping the meridians explained below while repeating a short Reminder Phrase for each point once.

For Example: While tapping each point about seven times, say *"this feeling of overwhelm"* at each point.

The Sore Spot/
Karate Chop Point



EYEBROW (EB)	
SIDE OF EYE (SE)	
UNDER EYE (UE)	
UNDER NOSE (UN)	
CHIN (CH)	
COLLARBONE (CB)	
UNDERARM (UA)	
HEAD (TH) Or CROWN(C)	



The images on this page are compiled from other websites offering EFT;
golfbeyondbelief.com; carollook.com; tapintoheaven.com

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4. Rate your Intensity Level Again

Check any difference in number 0-10 as well as any change in the way you name your emotions. If there is NOT a change in the number but you name a different emotion, for example “anger” instead of “overwhelm”, this is a sign that feeling of overwhelm is most probably taken care of, and now you are dealing with another aspect of your challenge with de-cluttering.

5. Follow- Up Phrase

If your number decreased:

While tapping Karate Chop, add “*still*” to your Set-Up phrase and Repeat it 3 times.

For Example:

“Even though I still feel overwhelmed about cleaning out my closet, I deeply and completely accept myself.”

Then tap the points while adding “*remaining*” to your reminder Phrase

For Example:

While tapping each point about seven times, say “*remaining feeling of overwhelm*” at each point.

If your emotion changed:

Pick an appropriate Set-Up Phrase for your emotion, and repeat the process starting from number 1.

TAPPING POINTS

Karate Chop (KC)

Use 3 or 4 fingers of one hand to tap on the edge/side of other hand between the wrist and little finger

Eyebrow (EB)

Use 1 or 2 fingers, tap on either eyebrow above the nose where the eyebrow starts

Outside of Eye (SE)

Use 1 or 2 fingers, tap on the outside edge of either eye on the bone

Under Eye (UE)

Use 1 or 2 fingers, tap just below either eye on the bone

Under Nose (UN)

Use 1 or 2 fingers; tap the area below the nose and above the upper lip

Chin (CH)

Use 1 or 2 fingers, tap below lower lip in the crease where the chin starts

Collarbone (CB)

Use 3 or 4 fingers or a closed fist, tap 1 or 2 inches left or right of center on the collarbone

Under Arm (UA)

Use 3 or 4 fingers; tap about four inches down from the armpit on the side of the body on the rib cage

Top of Head (TH)

Use 3 or 4 fingers; tap around on the top of head

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F> LIST-POSSIBLE BLOCKING EMOTIONS TO DE-CLUTTERING AND ORGANIZATION

The following list shows you what might be in your way to organization. What has been stopping you could be an emotion related to an underlying unresolved issue rather than NOT knowing how to be organized. This awareness is your biggest step towards organization. Your next step is “discovering and naming the emotion”. After that, the core challenge needs to be uncovered and addressed with EFT.

Anger
Comparing Self to Others
Consequences
Criticism
Disappointment
Embarrassment
Fear of Change
Fear of Being Judged
Fear of Failure
Fear of Letting Go
Feeling Lost
Feeling Hopeless
Feeling Overwhelmed
Feeling Stuck
Feeling Undeserving
Feeling Unworthy
Frustration
Grief
Guilt
Loss of Control
Loss of Identity
Not Allowing
Not Deserving
Not Enough Time
Not Good Enough
Not Ready Emotionally
Not Ready Physically
Pain
Perfectionism
Procrastination
Resentment to Others
Resistance to Change
Sadness
Self Dislike
Unclear About Goals
Worry

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HOW TO ADDRESS the LISTED EMOTIONS

If you have read and understood **How to apply EFT Section E** above, you are ready to start applying this technique for specific challenges you might be having on your way to organization.

If you are having difficulty understanding the EFT instructions, or would like more details on EFT, please follow this link to the EFT founder Gary Craig's website and **download the FREE [EFT Manual](#)** with detailed explanations on EFT, as I suggested earlier.

A SAMPLE ROUND OF EFT WITH ANGER

Rate your ANGER with yourself

Karate Chop- *"Even though I am angry at myself for letting the situation to come to this extend, I deeply and completely accept myself. (3 times)*

Eyebrow: *"(This anger)."*

Side of eye: *"(This anger)."*

Under eye: *"(This anger)."*

Under nose: *"(This anger)."*

Chin: *"(This anger)."*

Collarbone: *"(This anger)."*

Under arm: *"(This anger)."*

Top of Head: *"(This anger)."*

RATE your ANGER-

Is your original number lower? Has the emotion changed? Has the person you are angry with changed- are you angry with someone-else now instead of yourself? Has another emotion come up? Has an event- a story come up?

A SAMPLE PHRASE if "accepting self" is not easy

Overwhelmed

Even though I feel overwhelmed with all this clutter, I am open to the possibility of deeply and completely accepting myself.

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GOING THROUGH THE EMOTIONAL PHASE WITH EFT

I compiled the following phrases considering all the situations I have seen and experienced during my work with my clients as a professional organizer. Each person is different and unique because of their personality, life style, people they live with, the background, life experiences, education level, the space they live in, the belongings they have, and other contributing factors. However, deep inside what I have seen repeatedly that the biggest challenges originate from lack of self-love and self-worth.

I would suggest using Gary's one tree at a time approach to clear out the jungle that is created within you. Even if you think all phrases don't seem to below apply to you, give each one a try. While tapping, you might realize other words coming into your mind. That's great. Continue tapping and adjust the wording to make it true to you.

Most probably you will surface a deeply buried annoying event or events while you are tapping. This is why EFT is so powerful. It can uncover and clear the emotional effects of particular events from your past fast and easily. This is why I call EFT **Internal De-cluttering™!**

Anger- What/Who are you angry with?

Comparing Self to Others- Am I the Worst?

Consequences- If I were organized, what would the consequence be?

Criticism- I am being criticized by my mother/spouse/guests/neighbors...

Disappointment- I am disappointed in myself.

Embarrassment- I feel embarrassed. I can't invite visitors. I am a bad mother/father/boss/employee.

Fear of Change- I am comfortable where I am.

Fear of Being Judged- I don't want anyone seeing my mess/They will judge me.

Fear of Failure- What if I fail again? Every time I clean up it goes back to where I started.

Fear of Letting Go- What if I need this/ I am throwing my friend away/I am being wasteful.

Feeling Lost- I don't know where to begin.

Feeling Hopeless- I tried so many times, and in so many ways, nothing worked.

Feeling Overwhelmed- There is so much. I can never finish it.

Feeling Stuck- This has been going on for years. I don't believe it will change.

Feeling Undeserving- I don't deserve to live in a nice environment.

Feeling Unworthy- I feel so low/small because of the way I live.

Frustration- I am frustrated with myself/my spouse/kids...

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Grief- Your personal reason.

Guilt- I feel guilty of not trying hard enough.

Loss of Control- I don't have any control of my life.

Loss of Identity- I don't know who I would be if I am organized.

Not Allowing- Your personal reason.

Not Deserving- I don't deserve to live in a nice environment.

Not Enough Time- I don't have enough time to get organized.

Not Good Enough- I am not good enough.

Not Ready Emotionally- I am not ready to tackle it emotionally.

Not Ready Physically- I am not ready to tackle it physically.

Pain- Your physical/emotional pain.

Perfectionism- I have to do it right, or I won't do it at all.

Procrastination- I'll do it later.

Resentment to Others- Your personal experience in the past or currently.

Resistance to Change- I don't want to change - (this is different from fear of change).

Sadness- I feel sad about my situation/another person-event.

Self Dislike- I don't like myself- might be even stronger-I hate myself.

Unclear about Goals- I don't know what to do / how to do it.

Worry- I am worried that....

There is a variety of tapping techniques which add creativity and fun to the process. These techniques also give us options for special circumstances and difficult cases. **These techniques will be covered in my newsletters.** Below is an example of one of those many approaches.

THE NEGATIVE/POSITIVE APPROACH

The **EFT SETUP Phrases** for this topic are as follows:

While tapping the **karate chop spot** on either hand, repeat these phrases out loud, (or change the words to fit your exact situation).

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"Even though a part of me is afraid to change and become free of all this clutter, I deeply and completely accept all of me."

"Even though I might upset other people if I start becoming more organized, I love myself anyway."

"Even though I don't want them to be mad at me, I accept who I am and that I have all these desires."

I have indicated where to tap while saying each of the phrases below. You may need to repeat the rounds more than once.

The phrases that focus on the problem-NEGATIVE

Eyebrow: *"I don't want to change."*

Side of Eye: *"I'm afraid to change."*

Under Eye: *"They will feel threatened if I change."*

Nose: *"I don't want to upset them."*

Chin: *"I want to stay where I am."*

Collarbone: *"I have this conflict about being organized."*

Under Arm: *"I don't want to cause an argument."*

Head: *"It's easier to stay where I am."*

The phrases that focus on the solution-POSITIVE

Eyebrow: *"I do want to change."*

Side of Eye: *"They can handle it."*

Under Eye: *"I could be safe welcoming a clutter-free life."*

Nose: *"I love realizing my potential."*

Chin: *"I deserve to be organized."*

Collarbone: *"I appreciate the simple life I will have."*

Under Arm: *"I appreciate who I am."*

Head: *"I feel free to release this conflict once and for all."*

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H>CASE STUDIES

Following cases are from my work with clients. I don't aim to use these cases for teaching purposes in this manual; so most are not explanatory. I included case studies from my work because;

1. I want to help you understand what direction your EFT applications might take while you are working on yourself.
2. I want to show my fellow organizers what might be below the surface when they encounter a stall while working with a client on an organizing project; or when they get a cancellation.

In my newsletters and the upcoming book, there will be more cases with more detailed explanations.

ADVANCED TECHNIQUES AND DIFFERENT TYPES OF PHRASES AND WORDING IS MENTIONED IN THE FOLLOWING STORIES. PLEASE DO NOT EXPECT OR TRY TO LEARN THESE ADVANCED TECHNIQUES FROM THE FOLLOWING DESCRIPTIONS. YOU WILL NOT NEED TO LEARN ALL THESE TECHNIQUES TO BE ABLE APPLY THE BASIC SHORT- CUT TAUGHT PREVIOUSLY IN THIS MANUAL. TO BE ABLE TO APPLY THE FOLLOWING ADVANCED TECHNIQUES AN INTENSIVE EDUCATIONAL AND PRACTISE PERIOD IS NEEDED. PLEASE REFER TO [Gary Craig's instructional videos](#) to learn more about these techniques.

Names and associations are changed to protect client privacy.

1. MARY'S DISCOVERY OF DE-CLUTTERING BLOCKAGES

Mary called me for a professional organizing appointment. When we scheduled the date, I sensed the disbelief in success in her voice. When I arrived, she was very nervous and embarrassed as usually people are at the first visit. She gave me the tour of the house while telling her story. This is the usual routine. People go through all their emotions and criticism of themselves in their own minds and watch every move I make and my facial impressions to try to understand my reaction about their space and more importantly about them. My reaction is always "GREAT!"

And that is exactly how I feel. Just like a sculptor looking at a piece of rock, I know exactly where to go with what my clients call "A MESS". I am excited that they want to do something about it. And I get even more excited if I see that there is enough space to work with.

Mary's home was one of those cases. Once we clear, we would end up with a lot of space. We could plan the lay-out of furniture incorporating Feng Shui principals, and set up functioning systems, easily.

She wanted to start with her daughter's room. Her daughter was home, and we could consult with her about what she wanted, so I agreed. We went to Mary's daughter's room.

Just as I was reaching for a box of mixed things to get started, she began talking in a panic. I stopped and asked her if this process was making her nervous. She said yes. I told her that I knew a method that works great with some people, and asked her if she would like to try it. She was curious, and she wanted to try it. I demonstrated the full basic recipe- which could be found at [Gary Craig's FREE MANUAL](#). Before I got her tapping on herself, I asked her what her level of nervousness was, she was a 9.

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We used the phrase”

“Even though I feel nervous about this process, I deeply and completely accept myself”

After the first two rounds, her SUD-(subjective units of distress) levels came down to 2 from 9.

While working on the third round to go to a zero, I sensed that she got tense again. I could also see the physical evidence of this new emotion on her face and throat. Her face got red, and I saw she was trying hard to swallow down tears. This was a sign that she had another aspect about organizing came up. I asked her if she would like to share what came up. She said it brought back sad memories of the time when her parents passed away, and she had to do this process - clearing out and emptying their home- Her siblings weren't very helpful. She had anger, resentment, and grief that she didn't have time to go through then.

We picked one emotion at a time, with the appropriate accompanying SET-UP and reminder phrases, and we tapped several rounds for each emotion until they subsided. After that, she was able to work with me for 6 hours without a problem- which in most cases is a very long time for the first visit.

Example Phrases for this case

ANGER

SET UP PHRASES

While tapping the Karate Chop

Even though I am angry with my siblings that they didn't help me out with clearing out my parents' house, I deeply and completely accept myself. (1 time)

I love and forgive myself for not asking help from my siblings while clearing out my parents' house. (1)

I try to forgive my siblings for not offering help while I was clearing out my parents' house. (1 time)

REMINDER PHRASE

This anger.....(while tapping the points)

FOR THE SECOND AND COSEQUENT ROUNDS ON THE SAME EMOTION

While tapping the Karate Chop

“Even though I am still angry..... (3 times)

REMINDER PHRASE

This remaining anger.....(while tapping the points)

2. GEORGE'S STAGE FRIGHT

George heard about my work from his wife. His wife has been a client with whom my work started with a Feng Shui consultation, then turned into de-cluttering and organizing while we accessed EFT. He was getting ready for a competition which included his performance in front of a big audience. He wondered if I would be able to help him with his anxiety by applying the method I was using with his wife.

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I explained to him that this method works with anxiety no matter what causes it. I also explained to him that this anxiety might be coming from much deeper issues that he hadn't dealt with yet, and if he would be OK in case something like that surfaced. He said it was alright.

We used the SET UP phrase:

Even though I am very scared to be in front of this audience, I deeply and completely accept myself. (3 times)

Reminder

This fear

This led us to the phrase

"I don't feel good enough"

Then during that round a very disturbing event for him surfaced, and we tapped several rounds on that.

When I went to my appointment with his wife a month later, he proudly showed me the award he got! He became first in his category!

3. JAMIE'S MEMORY WITH HER FATHER

Jamie was a previous organizing client. I worked with her before I started offering EFT. We ran in circles with the organizing projects with her because she wasn't able to let go of much. We were able to clear some areas up, and set up some systems for functionality. However, most things she didn't need were ending up in a rental storage place and in her attic because of her attachment.

When I called to say hi, she said she wanted to see me. I went there the following week, and told her about EFT. She wanted to try it.

The phrase we started with:

Even though I have difficulty letting go of things, I deeply and completely accept myself. (3 times)

Reminder Phrase

Can't let go

Won't let go

When we were in the first round, she started telling me about the argument she had with her husband during the weekend. I started tapping the points when she was telling me the story. She said she asked her husband to help her "cleaning out" the bedroom. Her husband came with a big black trash bag, opened it up, and told her to start with her magazines. She said she suddenly got really upset. I continued tapping. When we finished tapping, I asked her what she thought the emotional reason could be, if there was any, for her strong reaction to her husband's behavior. She looked at me, her eyes welled with tears, blood rushing into her face, and she started telling me about her childhood.

Gary's Tearless Trauma technique prevents clients going through the painful emotions of undesirable memories. However, when the client is already there-in the event, it is best to continue tapping while they tell their story. The tapping takes the edge away.

She said, her mother was not organized at all, but her father was. Jamie imitated her mother. She would throw her clothes on the floor in her room. When they become a high pile, her father would demand

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that she cleaned up her room. She said she would sit there frozen, not knowing what to do with her stuff. Then her father would come up to her room with a big black trash bag, and start pulling clothes randomly from the pile and throwing them in the bag. He would continue this for a while as she would hide in a corner horrified.

I kept tapping, while she was telling me the story. When she was done, I continued tapping the points by getting her repeat these phrases:

Eyebrow: "I was just a little girl"

Side of eye: "He was so angry"

Under eye: "I didn't know what to do"

Under nose: "I was just a little girl-scared"

Chin: "He didn't know any better"

Collarbone: "Poor little scared girl"

Under arm: "Little girl"

Top of Head: "Her father didn't know any better"

When the round was completed, I asked her to tell me the story again. She told it very briefly and flat. I asked her if she noticed a difference between the first and second time telling the story. She looked at me, astonished. She said she was the little girl telling her story during the first round. Whereas in the second time around, she was at her current age, a grown woman, just telling a story about a little girl. She was amazed how dissociated she was from the memory and the little girl after the tapping.

4. JANE'S CHALLENGES WITH HER HUSBAND AND HER FATHER

Jane made an appointment at the spot, just before more my Feng Shui seminar, when she learned that I offer house visits. She requested a Feng Shui consultation, she also mentioned that she had a difficulty de-cluttering in one room in her house. During my seminar, I also talked about EFT, and how it complemented my other services.

When I went to see her, she opened the door in distress, and stated that she thought it would be best if we started with EFT. She was nearly in tears. We sat on the couch, I explained to her how EFT works, and I asked her what came to her mind when she decided to start with EFT that morning. She started telling me about the room which she had mentioned to me at the seminar. She was upset that she wasn't even able to enter that room, let alone de-cluttering and organizing. She said there were unopened boxes from her move there. I didn't see the room she was talking about yet, but the room we were in looked impeccable, and Feng Shui friendly.

We started tapping for the "upset" she felt about that cluttered room. Right after that round, "upset" feeling turned into "not being good enough". While we were tapping on that, she started talking about her late husband who had passed away a few years ago. She said he was an alcoholic and didn't stop drinking until shortly before he died. He was physically and verbally abusive to her when he drank. And

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he was very nice just before he passed. She was very upset about the time wasted all those years suffering with his drinking. There were many emotions to be addressed separately, however; I didn't want to interrupt her since she was already in it. I continued tapping while she told her story. Her tears eventually turned into laughter with my inserted phrases in between her words.

Then she started talking about her father. She was filled with resentment towards her father who was a disciplinary figure who didn't value her or showed affection, very similar to the husband. She remembered a specific event, when she was 6 years old, being locked up in her room for two days as a punishment for something she did. She felt very embarrassed, resentful, angry, and unloved. I tapped her along with her story, again inserting some phrases which helped lightening the energy around the story. We cleared a lot of emotional clutter from her system for about an hour. Only then, she was able to face the room that she had embarrassment and anxiety about. And when we opened the boxes, we found out that most of the boxes in the room had memorabilia from her childhood, some of her father's and husband's belongings, and objects that intensely reminded her of time when her husband physically abused her.

5. MELISSA'S MOTHER

Melissa is one of my long term organizing clients. She resisted EFT for a while, and I stopped offering it to her. Then, three months after my first time suggestion of EFT; she mentioned about a DVD that her chiropractor gave her, which was about healing one's own body. I looked at her wondering why she would tell me about something that she told me she refused to believe.

Then she said she had a bad headache that day, and that maybe I could help her with EFT before we start working on organizing the papers, and her to-do list. I asked her if there was an emotional reason to her headache what it would be. And that was the start of an hour of tapping on challenges with the teenage daughter, a recent event which caused a big friction between them, her leaving to live with the step mom and Dad. My clients' some of several feelings were about "not being a good mother", "not being good enough", and "feeling selfish". Every layer we cleared opened the way to the hidden difficulties which were buried deep under. Meanwhile the headache started transforming; it changed location; changed form, quality, and severity. And finally, when we tapped on being loved and loveable, it cleared.

• SAM'S ACCIDENT

Samantha originally contacted me for a Feng Shui consultation. Then our work continued with organizing almost every room in the house, except for the basement and the attic. Then we had to stop for a while. When I called her a few months later for follow up, she sounded very depressed. When she asked me about my business, I told her about EFT. She said that it might be what she needed, and made an appointment. When I saw her, I was very surprised how depressed she sounded and looked. She told me about her sick mom, and her fears, especially about dying, and some other daily challenges she was going through. We tapped with appropriate phrases and she started feeling somewhat better. I gave her some homework phrases. Next session, she looked much better; she even had make up on even though it was early for her. She said she went for a walk after I left, and tapped for a long time. We talked about her new challenges which didn't sound as bad as before. She was not as worried about her mother any more. But the fear of dying was still there. We made progress on the other troubles. At the end of the third session, she mentioned a car accident which happened not long ago. Even though it happened such as short time ago, her mind managed to bury that and she never mentioned that to me. When we uncover that, and tapped on all the different aspects of the accident, her fears faded away.

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I will repeat:

Please do NOT attempt to use the above techniques without proper education, practice and experience. STUDY [Gary Craig's instructional videos](#) to learn these advanced techniques.

I> RECOMMENDATIONS AND TIPS:

Recommendations

- Do NOT give up, EFT works.
- Learn and apply it to yourself before applying onto others.
- If you are not prepared and equipped to deal with the deeper challenges, do NOT attempt to uncover them.
- If you will work on others, explain your background and education.
- Instruct others to take responsibility for themselves if they choose to work with you.

Tips

- Always be aware of what you are feeling. You can take care of any emotion before they have a chance to get written in your system.
- Say your phrases out loud, and with feeling if you can. It makes a difference in the healing process.
- Tap everyday for the re-occurring challenges- with spouses, kids...etc
- As Gary says, use it on everything!

I wish you great success on your transformation!

Please email me with your stories, questions, suggestions and feedback with the subject line "Clearing Clutter with EFT" at figen@lovethewayyoulive.com

...and if you have found this manual helpful and would love to help ... you could do so by forwarding this manual with your personal note

- a) to a publisher who you know and would be interested in my books
- b) to a training company/organization who would like to run classes with me,
- c) to a production company for training CDs and videos, or
- d) to others who could benefit from this manual.

WITH MUCH LOVE AND GRATITUDE,

Figen

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