



FOUR SIMPLE STEPS TO AN ORGANIZED HOME

STEP ONE : EDIT

The first and most important step: You cannot get organized until you have edited. Most people use a small fraction of their belongings and feel a huge weight lifted when they reduce clutter and excess.

In preparation, make sure to set up stations for trash, recycling, selling and donating before you start. Next, remove all of the contents of the area you are editing onto the floor, a bed, or appropriate staging area. This will help to see how much you really have and start with a totally clean slate. Commit a precise amount of time to this task. One to three hours is an ideal time for sorting. Clear your schedule, turn off your phone, set a timer and...GO!

Helpful questions for when you get stuck:

- Could this item be useful/helpful for someone else?
- Would I buy this item for full price today?
- Would it impact my daily life not to have this item?
- Is this item worth the space it takes up in my home?
- Is this item adding value to my life right now?
- Does this item energize or drain me?
- Do I already own something similar?
- If this item were lost would I notice?
- Is keeping this item standing in the way of creating the home I really want?

STEP TWO : ORGANIZE

Now that you have edited and have kept only what you use and value, it's time to consolidate! It's handy to create a staging area to sort your "keepers" into broad categories, grouping similar things together. A large dining room table, a bed, or even the floor will do the trick. For example, If you are organizing an office, all office supplies should be grouped together, all electronics and cords, all paper work, etc. When you are done, label each category with a sharpie and a post-it to prepare for the storage stage.

STEP THREE : STORE

Everything needs an intentional and specific home. That's right. Everything. If everything you own has one home, and only one home, it is nearly impossible to lose track of your belongings - They are either in use or in their "home." Make sure the locations you choose are intuitive and convenient. Frequently used items should be stored at arm's reach, ideally in the room where you use them most. Occasionally used kitchen appliances, memorabilia and archives should be stored out of the way in a basement, attic, or on a high shelf.

STEP FOUR: MAINTENANCE

Life isn't static. You will continue to receive gifts and, inevitably, you will buy new things. That is why to maintain a streamlined home you must stick to the boundaries you have set up. Every time a new item enters your home, a similar item must leave. One in, one out. Period.

"Too many people spend money they haven't earned, to buy things they don't want, to impress people they don't like." - Will Rogers