



# Organizing Tips Checklist

## Schedule time for organizing and planning

- Make an appointment with yourself and put it on your calendar. Be as specific as you can. Include how long you will spend and what you will do.

## Follow the one in/one out rule

- For every new item you purchase and bring into your home, remove one item. The item you remove can be discarded or donated depending on its condition.

## Plan for tomorrow, today

- Make a plan for what you want to do before the time arrives to do it. You can make a weekly plan over the weekend that you review each day or plan for the next day the night before. A paper or digital planner is a great resource for writing down your plans. This will help reduce stress and anxiety.

## Develop systems that become habits

- Create a system for tasks that repeat each week, month or year. If you have a system to support you then you won't be starting from scratch each time you have a task to complete.

## Keep a donation bag/basket in your closet

- If you have something in your closet that you don't like or doesn't fit don't leave it hanging in your closet where it's simply taking up space. Put it in a donation container. It's best to use a container with a lid so that you aren't tempted to reach in and take the item back out. When the container is full, bring it to your local donation center.

## Use labels

- Even with clear storage bins it isn't always possible to see everything that's inside. Create labels so you can easily find what you are looking for. This will also prevent you from purchasing items you already have since you can use the labels to make a shopping list.

## Tap into unused space

- Use the back of a door or vertical space for additional storage. Shoe bags and vertical shelving can provide great additional storage space in places that have gone unused.

## Take inventory first

- You need to know what you have in order to know what you need. Take items out of closets and drawers so you can see what you have.

## Store like items together

- Go on a scavenger hunt around your house and make groups of items that are the same. For example, if you have plastic wrap stored in three different places, put all of the rolls of plastic wrap together so you only have to look in one place to know if you need to purchase more.

## Don't rush it

- Organizing takes time. Know that and accept it. Small steps will lead to big gains.

*The only way to finish is to start!*