

Basics of Organizing

Steps To Organizing

- Clear Out Entire Space
- Wipe Everything Down
- What Goes Where?
 - What would be helpful?
 - What do you use that space for?
 - What is working in that space?
 - What is not working in that space?
- Sorting Items:
 - Trash
 - Keep
 - Donate
 - Sell
- Keep Items Sort Into Categories
- Make Space Work For You
- Put Items Back Logically
- Label
- Reassess How It Is Working