

Twelve Weeks
To
Organization

.....

A step-by-step guide
From
Your Simplified Space

Week 1 - Getting "START"ed:

SO.... YOU ARE READY FOR SOME CHANGE! YOU WANT TO GET YOUR HOME AND YOUR LIFE IN ORDER AND YOU HAVE DECIDED THAT NOW IS THE TIME TO START FRESH AND GAIN CONTROL OF THE CHAOS AND CLUTTER IN YOUR LIFE.

SO MANY PEOPLE TELL US THIS SAME THING....AND THEN THEY FOLLOW UP WITH:

"I DON'T KNOW HOW OR WHERE TO START!!!!"

IF YOU HAVE WANTED TO TAKE CHARGE OF THE ORGANIZATION IN YOUR LIFE, BUT HAVE FACED THIS FRUSTRATION OF NOT KNOWING WHERE OR HOW TO BEGIN.... NEVER FEAR! WE ALL DEAL WITH CHAOS AT SOME POINT IN TIME AND WE ALL CAN BE OVERWHELMED WHEN THINKING ABOUT HOW TO GET BACK IN CONTROL. DON'T WORRY! WE ARE GOING TO GIVE YOU SIMPLE AND APPLICABLE TIPS AND TRICKS ON HOW TO EASILY AND SUCCESSFULLY ORGANIZE MANY OF THE DIFFERENT AREAS OF YOUR HOME AND LIFE!

SO... WHERE DO YOU "START" WHEN TRYING TO GET ORGANIZED?

WE HAVE A FEW EASY STEPS TO FOLLOW WHEN TACKLING ANY AREA NEEDING ORGANIZATION. FOLLOW THESE STEPS AND NO JOB WILL BE TOO BIG FOR YOU TO HANDLE!

SET EVERYTHING OUT. MAKE A MESS – EMPTY ALL THE DRAWERS, TAKE EVERYTHING OFF THE SHELVES, AND UNLOAD ALL THE BINS...PULL IT ALL OUT! IT IS GOING TO GET MESSY BEFORE THINGS GET ORGANIZED, BUT THIS IS A NECESSARY STEP. ONCE EVERYTHING IS IN FRONT OF YOU, YOU WILL BE ABLE TO TRULY SEE WHAT YOU HAVE AND WHAT NEEDS TO BE ORGANIZED.



PULLING EVERYTHING OUT IS AN ESSENTIAL PART OF ORGANIZING A SPACE. THE BIG MESS CREATED DURING THIS STEP ALLOWS YOU TO TAKE INVENTORY OF EVERYTHING YOU HAVE. ALL ITEMS CAN THEN BE SORTED PROPERLY AND PLACED BACK IN A WAY THAT IS FUNCTIONAL.

TAKE TIME TO GO THROUGH ALL OF YOUR ITEMS. DECIDE WHAT YOU STILL NEED/WANT TO KEEP AND WHAT YOU ARE GOING TO DISCARD/RECYCLE/DONATE. THIS IS A VERY IMPORTANT STEP...TIME TO BE HONEST WITH YOURSELF ABOUT WHAT NEEDS TO STAY AND WHAT CAN GO. DURING THIS STEP, WE LIKE TO REMIND OUR CLIENTS THAT IT IS GOOD TO BE STRICT WITH EXPIRED FOODS, EXPIRED MEDICATIONS, AND CLOTHES THAT HAVEN'T BEEN WORN IN OVER A YEAR WHEN DECIDING WHAT CAN GO. WE ALSO LIKE TO REMIND OUR CLIENTS THAT IT IS GOOD TO BE GENTLE WITH KEEPSAKES, LETTERS, BABY/CHILDREN ITEMS (ASSOCIATED WITH SPECIAL MEMORIES) WHEN DECIDING WHAT CAN STAY.

ARRANGE LIKE ITEMS TOGETHER IN GROUPINGS THAT MAKE SENSE TO YOU.

REPLACE THE ITEMS YOU HAVE DECIDED YOU NEED/WANT TO KEEP IN THE AREA YOU WILL BE KEEPING THEM. PLACE YOUR ITEMS IN THE MOST LOGICAL SPACE

BASED ON THEIR FUNCTION/YOUR USE OF THE ITEMS. BINS/BASKETS ARE OFTEN USEFUL TO HELP YOU KEEP THE LIKE ITEM GROUPINGS TOGETHER, BUT THEY ARE NOT NECESSARY. IF PURCHASING NEW ORGANIZATIONAL ITEMS, IT IS IMPORTANT TO REMEMBER THAT USING THE SAME COLOR/STYLE THROUGHOUT THE SPACE WILL HELP CREATE A MORE VISUALLY ORGANIZED AND STREAMLINED ENVIRONMENT.

TRY OUT YOUR NEW ORGANIZATION SYSTEM AND MAKE CHANGES AS NEEDED. NOTHING HAS TO BE SET IN STONE; MAKE ADJUSTMENTS TO YOUR SYSTEM TO BEST SUIT YOUR NEEDS AND LIFE. REMEMBER – ORGANIZING IS AN ONGOING PROCESS AND THE MORE YOU PRACTICE IT, THE BETTER YOU WILL BE AT IT!

IF YOU ARE OVERWHELMED BY THE ORGANIZING PROCESS, BEGIN WITH A SMALL AREA LIKE A JUNK DRAWER. PRACTICE USING THE “START” STEPS AND GRADUALLY WORK INTO LARGE AREAS/ROOMS AND LARGER ORGANIZING PROJECTS AS YOUR COMFORT LEVEL GROWS!

Week 2 - The Pantry:

THE PANTRY...PROBABLY ONE OF THE MOST FREQUENTLY USED STORAGE SPACES IN YOUR ENTIRE HOME...AND ONE THAT CAN EASILY GET OUT OF CONTROL! KEEPING YOUR PANTRY ORGANIZED AND ORDERLY CAN HELP SAVE YOU TIME, MAKE LIFE EASIER, AND EVEN SAVE YOU SOME MONEY. FOLLOW THESE TIPS AND TRICKS AND YOUR PANTRY WILL BE ORGANIZED IN NO TIME!

- IF OVERWHELMED WITH YOUR PANTRY – BEGIN WITH ONE SHELF/SECTION AT A TIME.

- WORK YOUR WAY THROUGH THE “START” STEPS (SEE WEEK 1 FOR DETAILS).
- REMOVE EVERYTHING AND THROW OUT ALL EXPIRED ITEMS.
- AS YOU ARE THROWING OUT EXPIRED ITEMS, MAKE A LIST OF WHAT PRODUCTS NEED TO BE REPLACED.
- CLEAN AS YOU GO. WIPE DOWN SHELVES, CLEAN UP SPILLS, ETC. THIS IS ALSO A GREAT TIME TO PUT DOWN CONTACT PAPER OR ANOTHER TYPE OF LINER TO PROTECT YOUR SHELVES FROM POTENTIAL FUTURE SPILLS AND MESSSES.
- WHEN REPLACING YOUR PANTRY ITEMS, DO SO IN A WAY THAT MAKES SENSE TO YOU...CANNED GOODS, SAUCES, DRY GOODS, SNACKS, ETC. PUT YOUR MORE FREQUENTLY USED ITEMS IN EASY TO REACH SPOTS. IF YOUR ORGANIZATIONAL SET UP DOES NOT FUNCTIONALLY WORK FOR YOU, YOU WILL BE LESS LIKELY TO MAINTAIN AN ORGANIZED SPACE.
- A FEW IDEAS TO HELP WITH THE DAILY USE/ORDER OF YOUR PANTRY INCLUDE:
 - HAVE SOME CONTAINERS/BINS FOR BULK ITEMS (DON'T FORGET TO ALWAYS LEAVE SOME ROOM FOR “EXTRA” ITEMS THAT MAKE THEIR WAY INTO YOUR PANTRY).
 - KEEP BINS WITH KIDS' SNACKS AT A LEVEL WHERE YOUR CHILDREN CAN EASILY REACH THEM.
 - USE STORAGE BINS TO CONTAIN REUSABLE SHOPPING BAGS, LUNCH BOXES, ETC.
 - HAVE 1-2 “BACK UPS” FOR FREQUENTLY USED ITEMS...OTHERWISE, SIMPLY KEEP 1 OF EACH ITEM AND REPLACE AS NEEDED. FOR ITEMS YOU HAVE MULTIPLES OF, PLACE THE NEWER ITEMS TOWARD THE BACK OF THE PANTRY SO YOU USE THE ITEMS EXPIRING SOONER FIRST.

- KEEP AN ONGOING SHOPPING LIST OF ITEMS THAT NEED REPLACING AS YOU USE THEM. THIS WILL HELP ENSURE THAT YOUR PANTRY STAYS PROPERLY STOCKED!

LIKE SO MANY THINGS IN LIFE, ORGANIZING IS MORE ABOUT PROGRESS THAN PERFECTION. OUR GOAL IS TO HELP YOU FIND A SYSTEM THAT WORKS FOR YOU SO THAT YOU CAN EXPERIENCE IMPROVED EFFICIENCY AND PRODUCTIVITY, DECREASED STRESS, AND ENHANCED FOCUS AS YOU GO ABOUT YOUR DAILY LIFE.



BEFORE BEING ORGANIZED, THIS PANTRY WAS CLUTTERED WITH DUPLICATE ITEMS AND IT WAS DIFFICULT TO FIND WHAT THE CLIENT NEEDED.

WHEN ORGANIZING THE PANTRY, EVERYTHING WAS PULLED OUT. EXPIRED ITEMS WERE TOSSED AND LIKE ITEMS WERE GROUPED TOGETHER TO PLACE IN LABELED BINS FOR EASY ACCESS.





PANTRY BINS WERE PURCHASED AND PLACED
BEFORE LABELING TO ENSURE OPTIMUM SPACING
AND PLACEMENT.

FINISHED PANTRY!



Week 3 - The Master Closet:

FOR MANY OF US, OUR MASTER CLOSET IS WHERE THE DAY BEGINS...AND ENDS.
AN ORGANIZED CLOSET CAN HELP US GET OUR DAY STARTED ON THE RIGHT
FOOT, IMPROVE OUR EFFICIENCY, AND EVEN HELP US SAVE SOME MONEY (NO

MORE BUYING 2 SHIRTS THAT ARE ALMOST IDENTICAL BECAUSE YOU FORGOT YOU ALREADY OWNED ONE OR YOU SIMPLY COULDN'T FIND IT)! FREQUENTLY, HOWEVER, OUR MASTER CLOSETS CAN BECOME CLUTTERED AND CHAOTIC WHICH LEADS TO INCREASED STRESS, ANXIETY, AND FRUSTRATION.

GETTING YOUR MASTER CLOSET IN ORDER AND GAINING CONTROL OF THE CLUTTER DOESN'T HAVE TO BE A DAUNTING TASK ...

- FIRST THINGS FIRST....REMOVE ANYTHING YOU NO LONGER NEED. GRAB A BIN/BOX AND GET TO WORK! ANY ITEMS THAT NO LONGER FIT, THAT YOU HAVEN'T WORN IN THE LAST 6-12 MONTHS, OR THAT YOU SIMPLY DON'T LIKE ANYMORE GO INTO THE BOX AND CAN BE DONATED. THIS WILL HELP FREE UP SOME SPACE IN YOUR CLOSET AND WILL PREVENT YOU FROM WASTING YOUR VALUABLE TIME ORGANIZING ITEMS THAT NO LONGER SERVE A PURPOSE FOR YOU.
- AFTER YOU HAVE REMOVED ALL THE ITEMS TO BE DISCARDED/DONATED, YOU WILL BE LEFT WITH THE CLOTHING AND ACCESSORIES THAT NEED TO BE ORGANIZED. PULL EVERYTHING OUT.....ALL OF IT! LAY IT ON YOUR BED, SPREAD IT OUT IN YOUR ROOM...BUT EVERYTHING NEEDS TO COME OUT OF YOUR CLOSET. ONCE YOUR CLOSET IS EMPTY, IT IS A GREAT TIME TO WIPE DOWN SHELVES, DUST BASEBOARDS, AND TAKE CARE OF OTHER CLEANING THAT IS NORMALLY MORE DIFFICULT WITH A CLOSET FULL OF CLOTHES.
- NEXT COMES THE GROUPING PROCESS. THE WAY YOU GROUP YOUR CLOTHES NEEDS TO MAKE SENSE TO YOU AND NOT EVERYONE APPROACHES IT THE SAME WAY. WE OFTEN RECOMMEND GROUPING CLOTHING ITEMS BY TYPE (PANTS, SKIRTS, LONG SLEEVE SHIRTS, SHORT SLEEVE SHIRTS, ETC.) AND THEN WITHIN EACH TYPE OF CLOTHING, GROUP

ONE STEP FURTHER BY COLOR. YOU WILL KNOW EXACTLY WHERE EACH CLOTHING ITEM IS AND WILL BE ABLE TO FIND IT WITHOUT ANY ISSUES WHEN YOU WANT IT. FIND A GROUPING SYSTEM THAT WORKS FOR YOU AND YOUR CLOTHING/ACCESSORIES AND PUT THEM BACK INTO YOUR CLOSET ACCORDING TO THIS SYSTEM.

- THE OVERALL SPACE AVAILABLE IN YOUR CLOSET AND YOUR PERSONAL PREFERENCE WILL INFLUENCE WHETHER YOU HANG ALL OF YOUR CLOTHES OR FOLD SOME WHILE HANGING OTHERS. WHETHER HANGING OR FOLDING, MATCHING/COORDINATING HANGERS AND BINS (FOR FOLDED ITEMS/ACCESSORIES) HELP CREATE A MORE VISUALLY STREAMLINED AND ORGANIZED CLOSET. SLIM, VELVET HANGERS ARE SPACE SAVING AND HELP COMPLETE YOUR OVERALL CLOSET LOOK AND FEEL. IF YOU DON'T WANT TO PURCHASE NEW HANGERS AND BINS...NO WORRIES AT ALL! YOU CAN STILL MASTER AN EFFECTIVE AND EFFICIENT ORGANIZATION SYSTEM FOR YOUR CLOSET.
- WITH ALL OF THE CLOTHING AND ACCESSORIES IN PLACE, LET'S MOVE ON TO SHOES! THERE ARE SEVERAL WAYS TO HELP CORRAL THE CHAOS THAT MULTIPLE PAIRS OF SHOES CAN CREATE. IF YOUR CLOSET DOES NOT HAVE BUILT IN SHELVES FOR SHOE STORAGE, SEVERAL OTHER OPTIONS (AT A VARIETY OF PRICE POINTS) EXIST. SOMETHING AS SIMPLE AS A STANDARD PLASTIC SHOE BOX CAN BE STACKED VERTICALLY, SHOE BINS WITH OPEN FRONT ACCESS MAKE IT EASY TO GET YOUR SHOES OUT/PUT YOUR SHOES BACK IN THE CORRECT PLACE CONSISTENTLY, AND SHOE CUBBIES NOT ONLY PROVIDE SHOE STORAGE BUT ALSO CREATE AN ADDITIONAL FLAT SURFACE SPACE FOR EXTRA STORAGE. WHEN STORING YOUR SHOES, IT HELPS TO STORE EACH PAIR WITH THE SHOES FACING IN OPPOSITE DIRECTIONS. THIS SAVES SPACE AND ALLOWS YOU TO CLEARLY SEE WHAT TYPE OF HEEL EACH PAIR OF SHOE HAS.

- IF YOU HAVE A SMALLER CLOSET AND SPACE IS LIMITED, IT HELPS TO GET CREATIVE WITH YOUR STORAGE OPTIONS. CONSIDER STORING INFREQUENTLY USED ITEMS ELSEWHERE. THOSE HEAVY WINTER COATS YOU USE 3 TIMES A YEAR IN TEXAS, THE FANCY DRESS YOU WORE ONE TIME AND ARE KEEPING IN HOPES OF WEARING IT AGAIN SOMEDAY, OR THE HALLOWEEN COSTUME YOU PLAN ON REVIVING AT THE NEXT NEIGHBORHOOD PARTY CAN ALL BE STORED IN ANOTHER CLOSET IN THE HOME OR PLACED IN BINS ON A HIGHER SHELF AND ACCESSED LATER. IF NEEDED, YOU CAN ALSO ROTATE CLOTHING OUT BASED ON THE SEASON YOU ARE CURRENTLY IN. WHEN SPACE IS LIMITED, REMEMBER TO ALWAYS RESERVE THE MOST VALUABLE SPACE IN YOUR CLOSET FOR THOSE ITEMS YOU USE MOST FREQUENTLY.

TAKE YOUR TIME AND WORK YOUR WAY THROUGH THE STEPS. BEFORE YOU KNOW IT, YOU WILL HAVE THE CLOSET YOU HAVE ALWAYS DREAMED OF!



CLOSET
BEFORE & AFTER

Week 4 - The Medicine Cabinet

WHETHER YOURS IS A MEDICINE CABINET, MEDICINE DRAWER, OR A MEDICINE SHELF....CHANCES ARE THERE ARE A FEW LITTLE THINGS YOU CAN DO TO HELP GET AND KEEP IT ALL ORGANIZED.

FIRST UP – LOCATION, LOCATION, LOCATION...FINDING A GOOD LOCATION IS ONE OF THE MOST IMPORTANT FACTORS TO THINK ABOUT WHEN SETTING UP AND ORGANIZING ALL OF YOUR MEDICATIONS. IF YOU HAVE SMALL CHILDREN, IT IS SO IMPORTANT TO MAKE SURE THAT YOUR MEDICINE AREA IS OUT OF REACH FOR LITTLE HANDS AND/OR LOCKED. AFTER SAFETY, YOU WANT TO THINK ABOUT CONVENIENCE...KEEP YOUR MEDICINES IN A PLACE THAT WILL BE EASY TO ACCESS WHEN YOU NEED THEM.

ONCE YOU HAVE DECIDED ON THE PERFECT LOCATION TO STORE EVERYTHING, IT IS SUPER EASY TO GET THINGS IN ORDER!

- GO THROUGH EVERYTHING AND DISCARD ALL EXPIRED MEDICATIONS OR MEDICATIONS THAT ARE NO LONGER BEING USED. (PLEASE SEE HOW TO PROPERLY DISPOSE OF MEDICATIONS ON THE FDA WEBSITE:
[HTTPS://WWW.FDA.GOV/CONSUMERS/CONSUMER-UPDATES/WHERE-AND-HOW-DISPOSE-UNUSED-MEDICINES](https://www.fda.gov/consumers/consumer-updates/where-and-how-dispose-unused-medicines))
- SORT AND GROUP THE MEDICATIONS BY TYPE...VITAMINS, SUPPLEMENTS, COLD MEDICATIONS, ALLERGY MEDICATIONS, ESSENTIAL OILS, CREAMS/OINTMENTS, ETC.....WITH EVERYTHING GROUPED ACCORDING BY CATEGORY, YOU WILL KNOW HOW MUCH /WHAT TYPE OF EACH CATEGORY OF MEDICATION YOU HAVE.

- SMALL BINS LABELED WITH THE TYPE OF MEDICATION THEY HOLD HELP KEEP THINGS IN PLACE AND EASY TO FIND.
- MAKE IT A HABIT TO GO THROUGH YOUR MEDICINE CABINET EVERY 6 MONTHS AND DISCARD EXPIRED MEDICATIONS IN ORDER TO MAINTAIN AN UP TO DATE CABINET.

EXTRA TIPS/TRICKS:

IT IS A GREAT IDEA TO HAVE A SMALL "GRAB AND GO" FIRST AID KIT THAT IS WAITING FOR YOU WHEN THOSE UNEXPECTED CUTS AND SCRAPES HAPPEN. IF YOU KEEP A SMALL CONTAINER OF HYDROGEN PEROXIDE, ANTIBIOTIC OINTMENT, AND BANDAIDS/GAUZE ALL TOGETHER IN ONE BAG, YOU CAN GRAB IT QUICKLY WHEN NEEDED AND YOU WON'T WASTE A BUNCH OF TIME SEARCHING FOR EACH ITEM WHEN YOU HAVE A LITTLE ONE CRYING IN THE DRIVEWAY OR WHEN YOUR HOUSEHOLD CHEF HAS A MISHAP WHILE PREPPING DINNER.

MAKE NOTES ON YOUR CALENDAR OR DAY PLANNER REGARDING MEDICATIONS THAT NEED TO BE ORDERED ON A REGULAR BASIS OR MEDICATIONS THAT YOU TEND TO PURCHASE SEASONALLY. THIS WILL HELP TO ENSURE YOU DO NOT RUN OUT OF NEEDED MEDICATIONS.

PILL BOXES WORK GREAT FOR MEDICINES YOU TAKE ON A DAILY BASIS. NOT ONLY DO THEY HELP YOU REMEMBER IF YOU'VE TAKEN YOUR MEDICATIONS FOR THE DAY, IT ALSO HELPS GIVE YOU A FEW DAYS NOTICE WHEN YOU RUN OUT OF A PARTICULAR MEDICINE.

MEDICINE CABINETS ARE A GREAT SMALL AREA TO START WITH IF YOU ARE A LITTLE OVERWHELMED WITH THE ORGANIZING PROCESS....IT GENERALLY WON'T

TAKE A LARGE AMOUNT OF TIME AND YOU WILL BE ABLE TO SEE AND EXPERIENCE THE BENEFITS IMMEDIATELY!

Week 5 - The Car

WHO ELSE FEELS LIKE THEY SPEND MORE TIME IN YOUR CAR THAN YOU DO IN YOUR HOME???? WHETHER YOU ARE RUNNING CARPOOL EVERYWHERE, HAVE A LONG COMMUTE TO WORK, OR ENJOY FREQUENT ROAD TRIPS, MANY OF US SPEND SEVERAL HOURS EVERY DAY IN OUR CARS.

IT IS EASY FOR OUR "MOBILE" HOMES TO BECOME CLUTTERED AND DISORGANIZED....AND WITH LIMITED SPACE, THIS CAN QUICKLY AFFECT THE FUNCTION AND ATMOSPHERE OF OUR CARS. HERE ARE A FEW TIPS ON HOW TO GET AND KEEP YOUR CAR ORDERLY AND ORGANIZED SO YOU CAN ENJOY THE RIDE!

- KEEP A SMALL TRASH CAN HANDY SO TRASH DOESN'T PILE UP. THERE ARE SEVERAL DIFFERENT TYPES OF TRASH CANS YOU CAN USE FOR THE CAR. SOME ARE FANCY, SOME ARE DECORATIVE, SOME ARE SUPER DURABLE/WATER PROOF. YOU CAN EITHER PURCHASE ONE OR SIMPLY REUSE A PLASTIC GROCERY BAG OR AN EMPTY DISINFECTING WIPES CONTAINER. WHICHEVER OPTION YOU END UP CHOOSING, YOU WILL BE GLAD YOU HAVE A SET SPOT TO TOSS ALL OF THOSE WRAPPERS, USED COFFEE CUPS, AND RANDOM SCRAPS OF PAPER.



- HAVE A FEW PLASTIC GROCERY BAGS (OR SOME OTHER TYPE OF PLASTIC BAG) TUCKED AWAY IN YOUR CONSOLE OR GLOVE BOX. THESE BAGS CAN COME IN HANDY IF SOMEONE SUDDENLY BECOMES CAR SICK OR IF YOU HAVE A MUDDY PAIR OF SHOES/CLEATS AND YOU DON'T WANT TO GET MUD ALL OVER YOUR CAR.
- EVERY CAR NEEDS A CONTAINER OF DISINFECTING WIPES/BABY WIPES. WHETHER YOU ARE SIMPLY NEEDING TO WIPE A MESSY FACE, CLEAN SOME DIRTY HANDS, OR WIPE UP THAT UNKNOWN STICKY SUBSTANCE....THESE WIPES WILL BE USEFUL IN SO MANY DIFFERENT WAYS AND YOU WILL BE GLAD YOU HAVE THEM WHEN THE TIMES COME.
- COLLAPSIBLE CRATES ARE GREAT FOR STOWING ITEMS IN THE CARGO SPACE OF YOUR CAR. THEY ARE STURDY ENOUGH TO HOLD GROCERIES, ITEMS FROM THE LOCAL NURSERY, OR A BUNCH OF SPORTS EQUIPMENT. EVEN BETTER – THEY TAKE UP VERY LITTLE SPACE WHEN NOT IN USE. IF THE CARGO SPACE OF YOUR CAR IS IN HIGH DEMAND, THESE COLLAPSIBLE CRATES WILL BE A LIFE SAVER!



- IF YOU HAVE KIDS (NO MATTER THE AGE), IT IS ALWAYS BENEFICIAL TO HAVE A BAG/BOX OF ACTIVITIES TO KEEP THEM OCCUPIED AND ENTERTAINED DURING THOSE LONGER CAR DRIVES. KEEP THE ACTIVITIES TO THE MESS FREE VARIETY SO YOU ARE NOT CONTRIBUTING TO THE CLUTTER IN THE CAR....BOOKS (IF YOUR KIDS DON'T EXPERIENCE MOTION SICKNESS EASILY), TRAVEL GAMES (SEVERAL BOARD GAMES ARE NOW AVAILABLE IN SMALLER/MAGNETIZED VERSIONS), NOTEBOOKS OF PAPER/PENCILS FOR DOODLING, AND ROAD TRIP BINGO BOARDS ARE JUST A FEW EXAMPLES OF ITEMS YOU COULD PLACE IN AN ACTIVITY BAG.
- ADULTS CAN BENEFIT FROM AN "ACTIVITY BAG" TOO! IF YOU ARE LIKE US, YOU FIND YOURSELF SPENDING A LOT OF DOWN TIME SITTING IN YOUR CAR. INSTEAD OF SIMPLY STARING INTO SPACE (ALTHOUGH SOMETIMES IT IS WONDERFUL TO TAKE A FEW MINUTES TO JUST DO ABSOLUTELY NOTHING), GET IN THE HABIT OF CARRYING A SMALL BAG OF QUICK "TO DO" ITEMS YOU COULD GET DONE DURING THOSE 5-10 MINUTES HERE AND THERE YOU SPEND SITTING IN YOUR CAR. HAVE SOME CARDS TO WRITE? WANT TO FINISH THAT GOOD BOOK YOU ARE CURRENTLY READING? DO YOU NEED TO MAKE THAT GROCERY LIST? NO WORRIES IF YOU FORGOT TO THROW YOUR "ACTIVITY BAG" IN THE CAR....USE THOSE 5-10 MINUTES OF DOWN TIME TO DELETE OLD EMAILS, CLEAR PICTURES FROM YOUR PHONE THAT YOU NO LONGER NEED/WANT, OR GIVE YOUR CAR INTERIOR A QUICK WIPE DOWN (SEE...THOSE DISINFECTING WIPES ARE ALREADY COMING IN HANDY).
- IF YOU SPEND A LOT OF TIME IN YOUR CAR AND YOU ARE TRANSPORTING PEOPLE AND THINGS EVERYWHERE, YOUR CAR MAY BECOME A LITTLE...UNPLEASANT TO THE NOSE (CAN ANYONE SAY STINKY SPORTS

EQUIPMENT)! SEVERAL DIFFERENT TYPES OF AIR DEODORIZERS/FRAGRANCES ARE AVAILABLE AND WORK GREAT FOR THE CAR.

CARS ARE CONFINED SPACES THAT CAN FREQUENTLY BECOME CLUTTERED. WE HOPE THESE FEW SIMPLE IDEAS HELP YOU GET AND STAY ORGANIZED AS YOU TAKE TO THE ROAD!

Week 6 - The Office/Desk

WHETHER YOU HAVE AN OFFICIAL OFFICE ROOM IN YOUR HOME OR SIMPLY HAVE A STRATEGICALLY PLACED DESK IN THE CORNER OF AN ALREADY "CLAIMED" ROOM, IT IS VERY EASY FOR WORK SPACES TO BECOME OVERRUN WITH CLUTTER. MANY OF US WORK FROM HOME IN ONE WAY OR ANOTHER AND THE CHAOS IN OUR OFFICE SPACES CAN MAKE US ANXIOUS, FRUSTRATED, AND ANYTHING BUT PRODUCTIVE!!

NEVER FEAR.....WE'VE GOT YOU TAKEN CARE OF.....WITH THESE FEW SIMPLE TIPS, YOU CAN GET YOUR OFFICE/DESK INTO TOP WORKING CONDITION IN NO TIME AT ALL.....

1. ALWAYS STRIVE TO KEEP YOUR DESKTOP CLEARED OFF. MAKE IT A HABIT TO "TIDY UP" EVERY. SINGLE. NIGHT. IF YOU DO THIS ON A REGULAR BASIS, IT WILL ONLY TAKE A FEW QUICK MINUTES. WHEN THE NEXT DAY ARRIVES, YOU WILL BE GLAD TO BEGIN WITH A FRESH START AND A CLEAN WORKSPACE.

2. ONCE YOU HAVE ADDRESSED A PIECE OF PAPER – YOU’VE PAID THAT BILL, RETURNED THAT EMAIL, MADE THAT PHONE CALL – IT IS TIME TO PROPERLY FILE IT AWAY. THAT MIGHT MEAN THAT PIECE OF PAPER FINDS ITS WAY TO THE RECYCLE BIN/TRASH/SHREDDER, YOU FILE IT AWAY MANUALLY, OR YOU SCAN IT AND FILE IT DIGITALLY. REMEMBER, WHEN DISPOSING OF PAPER ITEMS, IT IS IMPORTANT TO SHRED ANYTHING WITH SENSITIVE/PERSONAL INFORMATION (EX: BANK ACCOUNT NUMBERS, SOCIAL SECURITY NUMBERS, ETC.).

3. HAVE A SPECIFIC “LANDING PLACE” FOR ITEMS THAT NEED YOUR ATTENTION. A DECORATIVE LETTER TRAY CAN BE BOTH APPEALING TO THE EYE AND SERVE AN IMPORTANT FUNCTION FOR YOUR DESKTOP ORGANIZATION. WHEN YOU KNOW EXACTLY WHAT NEEDS TO BE ADDRESSED AND WHERE IT IS LOCATED, YOU WILL FIND YOU ARE MORE EFFICIENT AND PRODUCTIVE.

4. SOMETIMES, NO MATTER HOW NEATLY YOU STACK IT OR GROUP IT, PILES OF PAPER JUST DON’T LOOK ORGANIZED. GOOD NEWS THOUGH....THERE ARE PLENTY OF PRODUCTS OUT THERE THAT HELP CONCEAL THE “MESSINESS” ASSOCIATED WITH PAPERS WHILE PROVIDING YOUR OFFICE SPACE WITH A CLEAN AND UNIFORM LOOK. ONE OF OUR FAVORITE PRODUCTS TO ADDRESS THIS ISSUE IS THE BIGSO MAGAZINE HOLDER ([HTTPS://WWW.CONTAINERSTORE.COM/S/OFFICE/PAPER-FILE-STORAGE/BIGSO-WHITE-STOCKHOLM-MAGAZINE-HOLDER/12D?PRODUCTID=11004008](https://www.containerstore.com/s/office/paper-file-storage/bigso-white-stockholm-magazine-holder/12d?productId=11004008)) FROM THE CONTAINER STORE. THEY COME IN A VARIETY OF COLORS, WILL COORDINATE WITH ALMOST ANY OFFICE DÉCOR, AND LOOK STUNNING ON YOUR OFFICE SHELVES!

5. SCANNING IMPORTANT PAPERS INTO DIGITAL FILES WILL CONSIDERABLY DECREASE YOUR PAPER CLUTTER AND OFFICE/DESKTOP CHAOS. ONCE FILES ARE SCANNED, THEY ARE EASIER TO FIND, TAKE UP SIGNIFICANTLY LESS SPACE, AND CAN BE SAFELY STORED SO THEY WON'T BE RUINED. IT IS ALWAYS A GOOD IDEA TO STORE IMPORTANT DIGITAL FILES AND/OR PAPER FILES IN A SAFE TO PROTECT THEM FROM THEFT/DAMAGE.
6. ORGANIZED DRAWERS ARE HUGELY IMPORTANT WHEN ATTEMPTING TO MINIMIZE DESKTOP CLUTTER. UTILIZE VARIOUS SIZE BINS INSIDE THE DRAWERS TO ORGANIZE AND CONTAIN VARIOUS OFFICE SUPPLIES SUCH AS PAPER CLIPS, PENS/PENCILS, RUBBER BANDS, STAPLES/STAPLER, ETC. WHEN YOU COME ACROSS A PEN THAT NO LONGER WRITES PROPERLY, DON'T JUST SHOVE IT BACK IN THE DRAWER...GO AHEAD AND TOSS IT IN THE TRASH CAN FOR GOOD.
7. LIKE ANY OTHER AREA OF YOUR HOME, LABELS ARE VERY USEFUL WHEN ATTEMPTING TO MAINTAIN AN OFFICE ORGANIZATION SYSTEM...ESPECIALLY WHEN FILING PAPER ITEMS. IF YOU ARE UTILIZING A FILE CABINET FOR YOUR PAPER STORAGE, MAKE SURE YOUR FILE FOLDERS ARE CLEARLY MARKED AND LABELED. USE TITLES THAT MAKE SENSE TO YOU (EX: MEDICAL, SCHOOL, FINANCIAL, ETC.) SO YOU DON'T HAVE TO THINK TWICE ABOUT WHERE SOMETHING NEEDS TO BE FILED.
8. IF YOU ARE SOMEONE WHO STILL LIKES TO SEND "SNAIL MAIL"....WHETHER YOU OR SENDING A BIRTHDAY CARD, THANK YOU NOTE, OR A "JUST BECAUSE" MESSAGE, IT IS HANDY TO HAVE A SMALL CARD STATION. THIS CARD STATION CAN BE AS SIMPLE AS A BOX WITH DIVIDERS SEPARATING YOUR CARDS INTO CATEGORIES. TUCK A BOOK OF STAMPS

INSIDE THE BOX AND THE NEXT TIME YOU NEED TO SEND A CARD TO YOUR FAMILY/FRIENDS, YOU WILL BE ALL SET AND READY TO GO!

9. AN INVITING WORKSPACE THAT BRINGS YOU HAPPINESS IS AN IMPORTANT PART OF AN ORGANIZED OFFICE/DESK. KEEPING DESKTOP CLUTTER TO A MINIMUM IS IMPORTANT, BUT A FAVORITE PICTURE OR A PRETTY FLOWER CAN HELP CREATE A CALM AND PEACEFUL ENVIRONMENT SO YOU CAN HAVE A FOCUSED AND PRODUCTIVE FRAME OF MIND.

DON'T LET YOUR OFFICE STRESS YOU OUT....IN A FEW SIMPLE STEPS, YOU CAN HAVE A SPACE THAT BRINGS YOU PEACE, JOY, AND FOCUS LIKE NEVER BEFORE!

Week 7 - The Playroom

THE PLAYROOM IS PROBABLY ONE OF THE MOST DIFFICULT ROOMS IN THE ENTIRE HOUSE TO KEEP ORGANIZED....SERIOUSLY THOUGH – WITH ALL THE LEGOS, BARBIES, PUZZLE PIECES, DRESS UP CLOTHES, HOTWHEELS, AND SUPERHERO FIGURES IT IS PRETTY EASY TO SEE HOW THE CLUTTER CAN QUICKLY GET OUT OF CONTROL. AN ORGANIZED PLAYROOM CAN BE A REAL THING AND WE WANT TO HELP YOU GET THERE!

THE FIRST THING TO REMEMBER IS THAT A PLAYROOM IS A P-L-A-Y-R-O-O-M...AND IT WON'T BE PERFECTLY ORGANIZED 100% OF THE TIME. CHILDREN WILL PLAY AND MAKE MESSSES – AND THAT IS PERFECTLY NORMAL! THE KEY

IS TO HAVE AN ORGANIZATIONAL SYSTEM IN PLACE THAT EVERYONE IS ABLE TO FOLLOW/HELP WITH...THIS WILL HELP ENSURE THAT AT THE END OF THE DAY YOU HAVE AN ORGANIZED PLAYROOM ONCE AGAIN.

YOU'VE HEARD US SAY IT BEFORE AND WE ARE GOING TO SAY IT AGAIN....LABELS ARE EXTREMELY IMPORTANT FOR PLAYROOM ORGANIZATION. GET CREATIVE WITH THE LABELS – USE BRIGHT COLORS AND FUN FONTS....AND FOR THOSE LITTLE HELPERS THAT AREN'T YET READING – ADD PICTURES TO THE LABELS. THIS WILL HELP EVERYONE KNOW EXACTLY WHERE TOYS NEED TO BE STORED AND IT WILL ALSO HELP LITTLE ONES WITH SOME WORD RECOGNITION! WHEN EVERYTHING HAS ITS OWN “PLACE”, IT IS MUCH EASIER TO MAINTAIN THE ORGANIZATION ON AN ONGOING BASIS.

WHEN ORGANIZING PLAYROOM BELONGINGS, GROUP SIMILAR ITEMS TOGETHER. BUILDING BLOCKS...MUSICAL TOYS...ART SUPPLIES...GAMES...WHATEVER FUN ITEMS FILL YOUR PLAYROOM – GROUP THEM TOGETHER IN THEIR OWN BINS/CONTAINERS. SINCE WE ARE TALKING ABOUT PLAYROOMS, THIS IS THE PERFECT OPPORTUNITY TO GET CREATIVE WITH YOUR ORGANIZATIONAL ITEMS. HAVE FUN CHOOSING BINS AND CONTAINERS – PICK STYLES (PLASTIC, FABRIC...), COLORS (PASTELS, NEONS...), AND THEMES (ANIMALS, SPACE...) THAT YOU AND YOUR CHILDREN ENJOY!

IF YOU HAVE AVAILABLE WALL SPACE IN YOUR PLAYROOM, CONSIDER HANGING DRESS UP CLOTHES FROM HOOKS...WHETHER YOU USE DECORATIVE HOOKS OR SIMPLE COMMAND HOOKS, YOUR KIDDOS WILL HAVE FUN SEEING ALL OF THEIR COSTUMES ON DISPLAY. WHEN KIDS ARE ABLE TO SEE WHAT THEY HAVE AND

KNOW WHERE TO FIND IT, THEY ARE MORE LIKELY TO PLAY WITH/USE THE ITEMS.

PLAYROOM TOYS OFTEN SEEM TO MULTIPLY OVERNIGHT, SO IT IS A GREAT IDEA TO TAKE STOCK OF ALL THE TOYS AT LEAST TWICE A YEAR. IT IS HELPFUL TO DO THIS PRIOR TO BIRTHDAYS AND OTHER HOLIDAYS WHEN KIDS ARE LIKELY TO BE RECEIVING NEW TOYS. REMOVE GAMES/TOYS THAT ARE INCOMPLETE/MISSING PIECES/BROKEN AND DONATE OR RESELL TOYS THAT YOUR CHILDREN ARE NO LONGER PLAYING WITH. THIS WILL HELP YOU KEEP THE CLUTTER UNDER CONTROL AND MAKE ROOM FOR DIFFERENT TOYS AS YOUR CHILDREN GROW AND THEIR INTERESTS CHANGE.

A UNIVERSAL TABLE IN THE PLAYROOM CAN HELP SERVE A NUMBER OF NEEDS...IT CAN ACT AS A LEGO BUILDING SURFACE, AN ART TABLE, A GAME TABLE, AND A PLACE TO HAVE THE MOST AMAZING PRETEND PLAY TEA PARTIES...JUST TO NAME A FEW. BY CHOOSING A TABLE THAT MEETS VARIOUS NEEDS, THE PLAYROOM DOESN'T BECOME CLUTTERED WITH MULTIPLE PIECES OF FURNITURE.

EVERY GREAT PLAYROOM HAS A COLLECTION OF AMAZING BOOKS. IF YOU HAVE SHELVES FOR BOOK STORAGE, CONSIDER PUTTING BOARD BOOKS AND CHUNKY STYLE BOOKS ON LOWER SHELVES FOR THE LITTLEST OF READERS AND PAPERBACK BOOKS ON HIGHER SHELVES FOR THE BIGGER KIDS. BOOKS CAN BE ARRANGED IN A RAINBOW COLOR PATTERN, BY AUTHOR, BY GENRE OF BOOK...WHATEVER MAKES SENSE TO YOU AND YOUR FAMILY. NO MATTER THE

SET UP IN YOUR PLAYROOM, MAKE THE BOOKS ACCESSIBLE TO YOUR YOUNG READERS AND WATCH THEM GO!

IF YOU RANDOMLY WALK IN TO ANY PLAYROOM AT SOME POINT IN TIME DURING THE DAY, IT WILL LIKELY LOOK LIKE THE TAZMANIAN DEVIL HAS JUST RUN THROUGH THE ROOM. THE QUESTION TO ASK IS – CAN WE GET EVERYTHING BACK IN PLACE WITH RELATIVE EASE AND HELP FROM ALL FAMILY MEMBERS? ORGANIZATIONAL SYSTEMS DON'T HAVE TO BE COMPLICATED...AND OFTEN, THE SIMPLER THE BETTER. ALL ORGANIZED PLAYROOMS HAVE ONE COMMON THEME – EVERYTHING HAS A PLACE AND THERE IS A PLACE FOR EVERYTHING. TAKE A FEW MINUTES AT THE END OF EVERY DAY TO MAKE SURE ALL PLAYROOM ITEMS FIND THEIR WAY BACK TO THEIR SPECIAL SPOT. WHEN YOU STAY ON TOP OF THE ORGANIZATION DAILY, IT IS MUCH EASIER TO MAINTAIN OVER THE LONG TERM AND YOU WILL START EACH DAY READY TO PLAY!





Week 8 - The Refrigerator

BELIEVE IT OR NOT....BEING ORGANIZED REALLY CAN SAVE YOU MONEY. HOW MANY OF US HAVE THROWN OUT FOOD THAT EXPIRED BEFORE WE GOT AROUND TO EATING IT SIMPLY BECAUSE WE FORGOT WE HAD IT OR IT GOT "LOST" IN THE BACK OF THE REFRIGERATOR? THE REFRIGERATOR IS ONE OF THE BEST EXAMPLES OF HOW A LITTLE EXTRA ORGANIZATION CAN SAVE YOU A LOT OF MONEY!

AS WITH ALL AREAS OF ORGANIZATION....YOU ALREADY KNOW WHAT THE FIRST STEP IS! PULL EVERYTHING OUT OF THE FRIDGE AND FREEZER AND THROW AWAY ALL EXPIRED FOOD...YOU WILL LIKELY BE SURPRISED HOW MUCH YOU ACTUALLY END UP DISCARDING! THE NEXT STEP IS TO SET UP SOME SIMPLE ORGANIZATION SYSTEMS IN YOUR FRIDGE/FREEZER AREA TO PREVENT THIS CYCLE FROM HAPPENING AGAIN AND AGAIN.....AND LUCKY YOU - WE'VE GOT SOME SUGGESTIONS ON HOW TO HELP YOU DO THAT!

1. BEFORE PUTTING ALL YOUR YUMMY FOOD BACK IN THE REFRIGERATOR/FREEZER, GIVE EVERYTHING A GOOD CLEANING...WIPE DOWN THE SHELVES, CLEAN OUT THE DRAWERS, AND GET ALL THE NOOKS AND CRANNIES!
2. GROUP LIKE TYPES OF FOOD TOGETHER AND CREATE "ZONES". PRODUCE, VEGGIES, GRAB-AND-GO ITEMS, CONDIMENTS....MOST PEOPLE HAVE GOOD INTENTIONS AND INITIALLY START THEIR FRIDGE ORGANIZATION THIS WAY, BUT HAVE DIFFICULTY MAINTAINING IT OVER TIME – ESPECIALLY IF MULTIPLE FAMILY MEMBERS ARE ACCESSING THE REFRIGERATOR. BINS WITH CLEARLY MARKED LABELS FOR EACH OF THESE ZONES WILL HELP INCREASE YOUR REFRIGERATOR ORGANIZATION SUCCESS 10 FOLD! NOT ONLY WILL EVERYONE IN THE HOUSEHOLD KNOW WHERE TO STORE AND LOOK FOR CERTAIN ITEMS, IT WILL HELP YOU KEEP TRACK OF ITEMS THAT ARE RUNNING LOW (OR HELP PREVENT YOU FROM BUYING 3 MUSTARDS BECAUSE YOU DIDN'T REALIZE YOU HAD 2 BOTTLES SHOVED TO THE BACK OF THE SHELF).



3. IN ADDITION TO BINS, WE LOVE LAZY SUSANS FOR REFRIGERATOR ORGANIZATION. THE CONFIGURATION AND SIZE OF A REFRIGERATOR CAN MAKE GOOD UTILIZATION OF THE SPACE TRICKY. LAZY SUSANS PROVIDE AN EXCELLENT OPTION TO MAXIMIZE THE USE OF THOSE BACK

CORNERS AND HARD TO REACH AREAS.

(<https://www.containerstore.com/s/refrigerator-lazy-susan/d?q=lazy%20susans&productId=11010164>)

4. CREATE A SEPARATE AND SPECIFIC “ZONE” FOR FOODS THAT WILL BE EXPIRING SOON. COME UP WITH A CREATIVE AND FUN LABEL FOR THIS BIN TO REMIND YOUR FAMILY TO USE THESE ITEMS FIRST TO HELP PREVENT EXCESS WASTE.
5. DO YOU WANT TO ENCOURAGE YOUR FAMILY MEMBERS TO CHOOSE CERTAIN ITEMS OVER OTHERS WHEN HEADING TO THE FRIDGE FOR SNACKS? CREATE A SPECIAL “ZONE” FOR HEALTHY SNACKS OR KIDS’ SNACKS...THIS IS A WIN-WIN FOR EVERYONE!
6. YOUR REFRIGERATOR CAN BE ANOTHER FUN EXPRESSION OF YOUR STYLE AND PERSONALITY. FROM THE TYPES OF BINS YOU USE AND THE STYLE OF LABELS YOU CHOOSE (WASHI TAPE IS ALWAYS A FUN OPTION)...YOU CAN CREATE AN ORGANIZATION LOOK THAT IS UNIQUE TO YOU!
7. THE FREEZER CAN PRESENT ITS OWN SPECIAL CHALLENGES....WHO HAS TUCKED A CASSEROLE IN THE FREEZER ONLY TO FORGET ABOUT IT UNTIL A MUCH LATER DATE???? ALL OF THAT TIME, ENERGY, AND FOOD IS WASTED ONCE YOU PULL IT FROM THE DEPTHS OF THE FREEZER....WITH A GOOD CASE OF FREEZER BURN! TRY STICKING A SIMPLE DRY ERASE BOARD ON THE OUTSIDE OF YOUR FREEZER AND KEEP A RUNNING INVENTORY OF WHAT GOODIES ARE INSIDE. IF YOU MEAL PLAN/PREP FOR

SEVERAL MEALS IN ADVANCE AND PLACE THEM IN THE FREEZER, YOU CAN EASILY KEEP TRACK OF WHAT YOU HAVE MADE/DATE AND EAT THESE MEALS IN A TIMELY MANNER BEFORE THEY GO TO WASTE!

8. MULTIPURPOSE BINS (LIKE THESE FROM THE CONTAINER STORE:

[HTTPS://WWW.CONTAINERSTORE.COM/S/MULTI-PURPOSE-](https://www.containerstore.com/s/multi-purpose-bins/d?productId=10022942&q=multipurpose%20bins)

[BINS/D?PRODUCTID=10022942&Q=MULTIPURPOSE%20BINS](https://www.containerstore.com/s/multi-purpose-bins/d?productId=10022942&q=multipurpose%20bins)) WORK

WONDERS IN DEEP FREEZER DRAWERS. FOOD ITEMS ARE MUCH LESS

LIKELY TO GET LOST AND GONE ARE THE DAYS OF PULLING 5 ITEMS OUT

TO GET TO THE 1 ITEM ON THE VERY BOTTOM THAT YOU NEED!

REFRIGERATOR/FREEZER MANAGEMENT IS ALWAYS A WORK IN PROGRESS, BUT WITH A LITTLE EXTRA ORGANIZATION YOU CAN SAVE YOURSELF SOME TIME, FRUSTRATION, AND MONEY!

Week 9 - The Cell Phone

MOST OF US HAVE GROWN ACCUSTOMED TO USING OUR PHONES FOR JUST ABOUT EVERYTHING....WE USE IT AS OUR PLANNER, OUR CAMERA, OUR MAP, OUR ENTERTAINMENT.....AND THE LIST GOES ON AND ON. LIKE ANYTHING ELSE THAT WE USE FREQUENTLY, OUR CELL PHONES CAN QUICKLY BECOME CLUTTERED AND CHAOTIC WHICH CAN LEAD TO INCREASED FRUSTRATION, INCREASED STRESS, AND DECREASED EFFICIENCY. WE HAVE A FEW TIPS THAT WILL HELP YOU GAIN CONTROL OVER YOUR PHONE BEFORE THINGS GET COMPLETELY OUT OF CONTROL! MANY OF THESE TIPS CAN BE ADDRESSED DURING THOSE POCKETS OF DOWN TIME YOU HAVE THROUGHOUT THE DAY....THE TIME YOU SPEND SITTING IN CARLINE, WAITING AT THE DOCTOR'S OFFICE OR

DMV, OR ANTICIPATING THE TAKE OFF/ARRIVAL OF YOUR NEXT FLIGHT. TAKE ADVANTAGE OF THOSE FREE MINUTES AND GET YOUR CELL PHONE ORGANIZED!

1. LET'S TALK ABOUT EMAILS.....HOW MANY OF US HAVE A LITTLE NOTIFICATION ICON THAT SHOWS WE HAVE 257,458 EMAILS???? ANYONE??? WELL, IF YOU CAN RELATE – YOU ARE NOT ALONE! WE ALL GET INUNDATED WITH MULTIPLE EMAILS A DAY....SOME ARE IMPORTANT AND SOME ARE DEFINITELY NOT IMPORTANT. THE FIRST STEP TO GAINING CONTROL OVER YOUR EMAILS IS TO UNSUBSCRIBE FROM ALL THE AUTOMATED EMAIL SUBSCRIPTIONS YOU BELONG TO BUT NO LONGER USE OR NEED. THAT ONE SIMPLE STEP WILL DRASTICALLY DECREASE THE CLUTTER THAT FILLS YOUR INBOX. ONCE YOU HAVE ADDRESSED AN EMAIL OR YOU NO LONGER NEED THE INFORMATION IT CONTAINS, TAKE THAT LITTLE EXTRA STEP AND “DELETE” IT FOR GOOD. YOU WILL FEEL YOUR BLOOD PRESSURE AND HEART RATE SETTLE DOWN AS THE NUMBER OF EMAILS SITTING IN YOUR INBOX DECREASES!
2. REMEMBER THAT ONE APP YOU DOWNLOADED, USED ONCE, AND THEN REALIZED YOU DIDN'T WANT/NEED IT AFTER ALL? OFTEN WE DOWNLOAD APPS, BUT WE FORGET TO DISCARD THEM ONCE WE NO LONGER USE THEM. TAKE A FEW MINUTES TO GO THROUGH ALL OF YOUR APPS AND DELETE ANY THAT YOU NO LONGER USE OR WANT. ONCE YOU'VE PARED DOWN TO THE APPS THAT YOU WANT TO KEEP, CONSIDER GROUPING LIKE APPS INTO FOLDERS (EX: ENTERTAINMENT, KIDS' INFORMATION, SHOPPING, FOOD, HEALTH, ETC.). THESE SIMPLE STEPS WILL IMPROVE YOUR PHONE'S STORAGE AND EFFICIENCY AS WELL AS DECREASING THE VISUAL CLUTTER ON THE SCREEN.

3. CELL PHONES KEEP COMING OUT WITH NEW AND IMPROVED CAMERAS WITH EACH NEW PHONE RELEASE. IT IS EASIER THAN EVER BEFORE TO SNAP A PHOTO AT THE DROP OF A HAT...BECAUSE OF THIS EASE, YOUR PHOTO ROLL CAN MULTIPLY QUICKLY AND BECOME OVERRUN WITH PICTURES. TRY TO GET IN THE HABIT OF SCROLLING THROUGH THE PICTURES YOU HAVE TAKEN FOR THE DAY AND DELETING THE ONES YOU DO NOT NEED. ALL THOSE PICTURES WITH EYES CLOSED – DELETE. ACCIDENTAL SNAP SHOTS OF A RANDOM WALL – DELETE. SCREEN SHOTS YOU TOOK AS A REMINDER FOR SOMETHING YOU NO LONGER NEED TO REMEMBER – DELETE. BY DOING THIS DAILY, IT WILL ONLY TAKE YOU A FEW MOMENTS AND WILL NOT BECOME A DAUNTING TASK. AT THE END OF THE DAY, YOU WILL BE LEFT WITH THE PICTURES YOU ACTUALLY WANT TO KEEP AND YOU CAN SCHEDULE AN AUTO DOWNLOAD OF YOUR PICS TO YOUR FAVORITE STORAGE OPTION.
4. WHILE MANY APPS SEEM TO EAT UP OUR TIME, OTHER APPS, LIKE THE NOTES APP, CAN ACTUALLY HELP US STAY MORE ORGANIZED AND HELP US TO BE MORE EFFICIENT. THE NOTES APP (AND OTHER SIMILAR APPS) CAN SERVE AS A GREAT PLACE TO KEEP TRACK OF SHOPPING LISTS, A DAILY 'TO-DO' LIST, AND UPCOMING EVENTS. THESE LISTS CAN HELP YOU PLAN YOUR TIME BETTER AND STAY ON TASK....THEY CAN ALSO BE SHARED WITH FRIENDS/FAMILY MEMBERS/CO-WORKERS WHEN OTHERS WILL BENEFIT FROM HAVING THE INFORMATION!

OUR CELL PHONES CAN BE POWERFUL TOOLS THAT HELP US TO BE PRODUCTIVE, EFFICIENT, AND FOCUSED. UNFORTUNATELY, A "CLUTTERED" PHONE CAN OFTEN HAVE THE OPPOSITE EFFECT. THESE SIMPLE STEPS CAN HELP YOU FIND YOUR WAY BACK TO A "CLEAN" AND ORGANIZED PHONE THAT WILL RUN MORE

EFFECTIVELY AND BETTER SERVE YOU. GOOD NEWS, TOO – ALL OF THESE PHONE ORGANIZATION STEPS CAN BE DONE QUICKLY DURING THE RANDOM “FREE” MINUTES OF YOUR DAY!

Week 10 - The Bathroom

MORNINGS ALWAYS SEEM TO BE A LITTLE RUSHED....WHETHER YOU ARE TRYING TO GET OUT THE DOOR TO DROP THE KIDS OFF AT SCHOOL, RACING TO CATCH YOUR EARLY FLIGHT, OR HEADING TO THAT IMPORTANT MEETING ACROSS TOWN – MORNINGS CAN BE ANYTHING BUT CALM.

FOR SO MANY OF US, OUR DAY BEGINS AND ENDS IN THE BATHROOM...AND AN ORGANIZED BATHROOM AREA CAN HELP US TO GET OUR DAY OFF ON THE RIGHT FOOT.

OFTEN, OUR BATHROOM COUNTERS CAN BECOME A DROPPING PLACE FOR ANYTHING AND EVERYTHING WHICH CAUSES THEM TO QUICKLY BECOME CLUTTERED. NOT ONLY DOES THIS MAKE IT DIFFICULT TO FIND WHAT WE ACTUALLY NEED, BUT IT ALSO CONTRIBUTES TO THE VISUAL CLUTTER THAT CAN ADD TO OUR STRESS AND FRUSTRATION. KEEPING BATHROOM COUNTERS CLEAR OF “STUFF” IS THE FIRST MAJOR STEP TO AN ORGANIZED BATHROOM. TO SUCCESSFULLY ACCOMPLISH THIS GOAL, WE HAVE TO MAKE SURE ALL OF OUR BATHROOM SUPPLIES HAVE THEIR OWN “HOME”.

TO BEGIN A BATHROOM OVERHAUL, YOU NEED TO PULL EVERYTHING OUT OF THE CABINETS AND DRAWERS AND DISCARD THOSE ITEMS NO LONGER NEEDED OR USED (THAT STEP IS PROBABLY STARTING TO SOUND VERY FAMILIAR 😊).

REMEMBER, MEDICATIONS AREN'T THE ONLY ITEMS THAT HAVE EXPIRATION DATES. PRODUCTS LIKE MAKE UP AND SUNSCREEN DON'T LAST FOREVER EITHER. GO THROUGH ALL YOUR BATHROOM ITEMS AND TOSS WHAT HAS EXPIRED. AS A GENERAL RULE OF THUMB, YOU CAN FOLLOW THESE GUIDELINES WHEN DECIDING TO KEEP OR TOSS MAKE UP (TIME IS BASED ON WHEN YOU FIRST OPEN AND BEGIN TO USE THE PRODUCT):

- LIPSTICK – 1 YEAR
- MASCARA/LIQUID EYELINER – 3 MONTHS
- BLUSH – 2 YEARS
- POWDERS – 18 MONTHS TO 2 YEARS
- FOUNDATION – 6 MONTHS TO A YEAR

(AS A SIDE NOTE – DON'T FORGET TO CLEAN YOUR MAKE UP BRUSHES REGULARLY. CONSIDER STORING A MAKE UP BRUSH "CLEANING KIT" UNDER YOUR SINK. SIMPLY TAKE A SMALL BIN AND STOCK IT WITH DISH DETERGENT, VINEGAR, AND A SMALL CUP FOR WARM WATER....AND YOU HAVE ALL THE SUPPLIES NEEDED FOR YOUR OWN BRUSH CLEANING SOLUTION. WITH EVERYTHING READY AT YOUR FINGERTIPS, YOU WILL BE MUCH MORE LIKELY TO PERFORM YOUR REGULAR MAKE UP BRUSH CLEANING!)

ONCE YOU'RE LEFT WITH THE ITEMS THAT YOU STILL USE AND NEED TO KEEP IN THE BATHROOM, START GROUPING LIKE ITEMS TOGETHER. BY HAVING ITEMS GROUPED INTO CATEGORIES, YOU WILL HAVE MORE SUCCESS FINDING WHAT YOU NEED AND YOU WILL ALSO HAVE A GOOD IDEA OF WHEN YOU ARE RUNNING LOW AND NEED TO RESTOCK ON SOMETHING. WE LOVE TO USE CLEAR ACRYLIC

CONTAINERS OR CLEARLY LABELED BINS SO IT IS VISUALLY EASY TO FIND ITEMS! ANOTHER IDEA THAT MAKES BATHROOM ORGANIZATION EVEN EASIER....CREATE A CADDY FILLED WITH THE SUPPLIES YOU USE CONSISTENTLY EVERY MORNING AND EVERY NIGHT. SIMPLY PULL THE CADDY OUT, PERFORM YOUR MORNING/EVENING BATHROOM ROUTINE, AND TUCK THE CADDY NEATLY BACK IN THE CABINET WHEN YOU ARE FINISHED...NO MUSS, NO FUSS!

WHEN YOU CREATE DESIGNATED ZONES FOR YOUR BATHROOM SUPPLIES, IT IS MUCH EASIER TO KEEP YOUR COUNTER TOPS CLEAN AND CLEAR! WITHOUT A BUNCH OF CLUTTER COVERING YOUR COUNTER TOP, YOU CAN THEN ADD A FEW SIMPLE ITEMS...A COLORFUL LITTLE PLANT, YUMMY SMELLING SOAPS, OR A PRETTY LITTLE CONTAINER....TO CREATE A CALMING AND UPLIFTING ENVIRONMENT.

BATHROOMS OFTEN HAVE LIMITED STORAGE SPACE. IF YOU FIND THAT YOUR CABINETS/DRAWERS DO NOT HAVE THE SPACE TO STORE ALL OF YOUR BATHROOM RELATED PRODUCTS, CONSIDER HAVING A DESIGNATED "OVERFLOW" SPACE IN ANOTHER AREA OF THE HOUSE (SUCH AS A LINEN CLOSET) WHERE YOU STORE ALL OF YOUR DUPLICATE BATHROOM ITEMS. THIS WILL HELP YOU BETTER UTILIZE THE SPACE YOU HAVE IN YOUR BATHROOM WITHOUT EVERYTHING BECOMING OVERCROWDED AND CLUTTERED.

NO MATTER HOW HARD YOU TRY, BATHROOM COUNTERS ARE GOING TO GET COVERED WITH WATER SPLASHES, LOTION SPILLS, AND DROPS OF MAKE UP. CONSIDER KEEPING A TOWEL UNDER THE SINK DESIGNATED FOR WIPING DOWN

THE COUNTER. THIS WILL HELP YOU KEEP YOUR ORGANIZED COUNTERS LOOKING SHINY AND CLEAN!

A LITTLE BIT OF BATHROOM ORGANIZATION CAN GO A LONG WAY WITH HELPING TO IMPROVE EFFICIENCY! TAKE A FEW MINUTES TO GET CONTROL OF YOUR BATHROOM AREA...YOU WILL APPRECIATE THE EASE IT BRINGS TO YOUR DAILY ROUTINE!



BEFORE & AFTER OUR ORGANIZING SESSION



BINS OF DRAWERS ARE A GREAT SOLUTION FOR ORGANIZING UNDER THE BATHROOM SINK, ESPECIALLY IF YOU DON'T HAVE MANY BUILT IN DRAWERS.

Week II - The Entry way

OH – HOW WE WISH WE HAD AN OFFICIAL “MUD ROOM” ENTRY WAY INTO OUR HOMES (WE ARE SUPER JEALOUS IF YOUR HOUSE HAS A PROPER MUD ROOM). UNFORTUNATELY, OUR HOMES WERE NOT DESIGNED WITH A MUD ROOM IN THE PLANS, BUT OUR FAMILIES STILL HAVE ALL THE NEEDS THAT A MUD ROOM FREQUENTLY FULFILLS. IN LIEU OF DOING SOME MAJOR CONSTRUCTION, WE HAVE HAD TO COME UP WITH FUNCTIONAL SOLUTIONS TO COMMON PROBLEMS WE ALL DEAL WITH WHEN TALKING ABOUT OUR “ENTRY WAYS”.

HERE ARE A FEW IDEAS TO HELP YOU KEEP YOUR ENTRY WAY UNDER CONTROL:

- **HAVE A SPECIFIC AREA FOR MAIL.** AS TEMPTING AS IT IS TO JUST TOSS THE MAIL ON THE COUNTER, TAKE A MINUTE TO LOOK THROUGH AND SORT YOUR MAIL AS SOON AS YOU BRING IT IN THE HOUSE. SHRED ITEMS THAT NEED SHREDDING, RECYCLE ITEMS THAT CAN BE RECYCLED, AND PLACE MAIL THAT NEEDS TO BE ADDRESSED IN A SET “MAIL” SPOT...DECORATIVE BINS, BASKETS, OR WALL ORGANIZERS ARE ALL GREAT FOR HOLDING MAIL. ONCE YOU’VE NARROWED DOWN YOUR MAIL TO WHAT IS TRULY IMPORTANT, YOU HAVE A BETTER IDEA OF WHAT NEEDS YOUR ATTENTION AND WHERE TO FIND IT.
- **ALWAYS PLACE YOUR KEYS IN THE SAME SPOT.** WHO OUT THERE HAS EVER LOST THEIR KEYS? YOU ARE RUNNING LATE, RUSHING OUT THE DOOR...ONLY TO REALIZE YOU ARE NOT GOING ANYWHERE UNTIL YOU FIND YOUR KEYS! HAVE A DESIGNATED SPOT JUST FOR YOUR KEYS AND GET IN THE HABIT OF PUTTING THEM THERE EVERY TIME YOU COME HOME. YOU WILL SAVE YOURSELF TIME AND FRUSTRATION BY NOT HAVING TO SEARCH FOR LOST KEYS AGAIN!

- **PLACE A SHOE BIN BY THE DOOR.** WITH MULTIPLE PEOPLE IN THE HOUSE, MOUNTAINS OF SHOES CAN APPEAR AT THE BACKDOOR. BEFORE YOU KNOW IT, YOU ARE TRIPPING OVER EVERYONE'S SHOES AND YOUR ENTRY WAY LOOKS LIKE A DISASTER ZONE. A SIMPLE BIN OR BASKET TO SERVE AS A "CATCH ALL" PLACE CAN KEEP THE SHOE CLUTTER CONTAINED WITH ONE EASY STEP.
- **CREATE A "HOME" FOR PURSES AND BACKPACKS.** WHETHER YOU HAVE HANGING HOOKS ON THE WALL OR ON THE INSIDE OF A CLOSET DOOR, CUBBIES FOR EACH MEMBER OF YOUR FAMILY, OR A DECORATIVE PIECE OF FURNITURE THAT ALSO PROVIDES STORAGE, IT IS BENEFICIAL TO HAVE A LANDING SPOT FOR YOUR BAGS WHEN ATTEMPTING TO MAINTAIN AN ORGANIZED ENTRY WAY. CONSIDER THE SPACE YOU HAVE TO WORK WITH AND YOUR PERSONAL STYLE WHEN CREATING A HOME FOR YOUR PURSES AND BACKPACKS.
- **SET UP A "FAMILY COMMAND CENTER".** A DRY ERASE BOARD OR A CORK BOARD CAN HELP YOU COMMUNICATE IMPORTANT INFORMATION WITH FAMILY, HELP YOU KEEP TRACK OF ESSENTIAL PAPERWORK ITEMS, AND IS A GREAT PLACE TO KEEP A RUNNING SHOPPING LIST.

THESE FEW SIMPLE STEPS CAN HELP TO ORGANIZE AND STREAMLINE YOUR ENTRY WAY – ONE OF THE MOST HEAVILY TRAVELED AREAS OF YOUR HOME – AND HELP YOU START AND FINISH YOUR DAY ON THE RIGHT FOOT.

Week 12 - The Linen Closet

THE LINEN CLOSET...ALTHOUGH IT IS OBVIOUSLY MEANT FOR LINENS, THIS AREA OFTEN BECOMES A HOLDING SPOT FOR VARIOUS "OVERFLOW" ITEMS. WHEN

ORGANIZED PROPERLY, THEN LINEN CLOSET CAN BECOME A VERY FUNCTIONAL SPACE AND MEET MULTIPLE STORAGE NEEDS.

LET'S TALK ABOUT THE OBVIOUS FIRST...YOUR LINENS! WHETHER IT IS BED SHEETS, TOWELS, OR BLANKETS, HOW AND WHERE YOU PLACE YOUR LINENS IS IMPORTANT. ITEMS THAT ARE USED MORE FREQUENTLY SHOULD BE STORED ON MIDDLE HEIGHT SHELVES – MAKING THEM EASY TO ACCESS. LESS FREQUENTLY USED ITEMS (SUCH AS THOSE FOR THE GUEST BEDROOM) CAN BE STORED ON HIGHER SHELVES OR AREAS THAT ARE MORE DIFFICULT TO REACH.

WHEN ORGANIZING BED SHEETS, WE FREQUENTLY GROUP THEM ONE OF TWO WAYS (DEPENDING ON WHAT WORKS BEST FOR YOUR HOME AND FAMILY) – EITHER BY “ROOM” OR BY “SIZE OF SHEETS”. THIS WILL PREVENT YOU FROM DIGGING THROUGH ALL OF YOUR SHEET SETS TO FIND THE RIGHT ONE!

ARE YOU TIRED OF HAVING A LONE FLAT SHEET WITHOUT ITS PARTNER FITTED SHEET? AND WHAT ABOUT THAT ONE PILLOW CASE THAT IS ALWAYS MISSING? WHETHER YOU ORGANIZE YOUR SHEETS BY SIZE OR ROOM, IT IS VERY USEFUL TO KEEP COMPLETE SETS OF SHEETS TOGETHER. TRY THIS SIMPLE TRICK WHEN STORING YOUR SHEETS...TAKE ONE OF THE PILLOW CASES AND FOLD THE FLAT SHEET, FITTED SHEET, AND ADDITIONAL PILLOW CASES SO THEY ALL FIT INSIDE THE ONE PILLOW CASE. WHEN IT IS TIME TO CHANGE THE SHEETS, YOU SIMPLY GRAB ONE PILLOW CASE “BAG” FROM YOUR LINEN CLOSET AND YOU HAVE EVERYTHING YOU NEED! (IF YOU HAVE INCOMPLETE SHEET SETS, IT IS A GOOD IDEA TO GO AHEAD AND PURGE/RECYCLE THESE ITEMS WHICH WILL PROVIDE YOU WITH ADDITIONAL STORAGE SPACE IN YOUR LINEN CLOSET).

IN ADDITION TO LINEN STORAGE, THE LINEN CLOSET CAN SERVE AS AN IDEAL STORAGE SPACE FOR THE “OVER STOCK” ITEMS IN YOUR HOUSE. TOILET PAPER, PAPER TOWELS, BOXES OF KLEENEX, UNOPENED TOILETRIES, AND EXTRA CLEANING SUPPLIES ARE ALL ITEMS YOU MIGHT CONSIDER STORING IN YOUR LINEN CLOSET. BULKY ITEMS, LIKE PACKS OF TOILET PAPER AND PAPER TOWELS, STORE NICELY ON BOTTOM SHELVES. VARIOUS SIZED BASKETS AND BINS ARE GREAT FOR GROUPING AND CONTAINING SMALLER ITEMS.

WHEN STORING DIFFERENT TYPES OF ITEMS IN ANY SPACE (BIG OR SMALL), CLEAR LABELING HELPS TO FACILITATE EFFICIENT AND SUCCESSFUL USE OF THE SPACE. THE LINEN CLOSET IS NO DIFFERENT! TAKE TIME TO CLEARLY LABEL YOUR SHELVES, BINS, AND BASKETS SO YOU KNOW WHAT IS STORED WHERE. LABELS DON'T HAVE TO BE ELABORATE OR FANCY...BUT YOU CAN HAVE FUN WITH THEM AND ADD SOME OF YOUR OWN PERSONALITY AND STYLE.

A FINAL TOUCH TO ANY LINEN CLOSET ORGANIZATION IS THE ADDITION OF SOME FRESH FRAGRANCES TO HELP ALL OF YOUR LINENS SMELL THEIR BEST...FRAGRANT SACHETS OR SCENTED SHELF LINER/LINEN PAPER CAN LEAVE YOUR LINEN CLOSET WITH A FRESH AND CLEAN SCENT!

WHILE IT IS OFTEN AN OVERLOOKED PART OF THE HOME, THE LINEN CLOSET CAN HELP TREMENDOUSLY WITH VARIOUS STORAGE NEEDS. BY TAKING A FEW MINUTES TO ORGANIZE YOUR LINEN CLOSET, YOU WILL BE ABLE TO MAXIMIZE ITS USE AND EFFICIENCY!



BEFORE & AFTER OUR ORGANIZING SESSION.

WE HOPE THIS HELPS YOU ON THE ROAD TO AN ORGANIZED AND PRODUCTIVE HOME! REMEMBER THAT IT TAKES TIME TO FIND A SYSTEM THAT WORKS FOR YOU. REMAINING ORGANIZED IS AN ONGOING TASK, SINCE ITEMS ARE CONSTANTLY COMING IN AND OUT OF OUR HOMES. BE PATIENT AS YOU FIND WHAT WORKS AND WHAT DOESN'T.

SHOULD YOU NEED HELP GETTING STARTED, LET US KNOW. WE WOULD LOVE TO WORK WITH YOU. HAPPY ORGANIZING!