

10 steps to tackling an organization project in any space

Try these steps after the class.

Instructions:

1. Set aside the appropriate amount of time

Make sure there is ample time to empty the entire space, assess and create systems. When you have to do little pieces of a space over time, nothing is really accomplished.

2. Get in the organizing mood

Your mood is everything! When you are motivated and excited about your space's potential, the process becomes that much more fun!

3. Empty the space completely

Everything needs to be pulled out to assess every item, and you don't want to be tied to any pre-existing systems of placement of items.

4. Categorize

Be sure to sort items by category — this makes it easier to see how much of something you have.

5. Purge

- Donate
- Give to friend(s)
- Trash
- Create "maybe" pile

6. Space plan

Ask yourself the right questions:

- What do I use most often?
- What can be stored more out of the way?
- What is my daily routine?
- What am I most likely to maintain?
(Bins, canisters, baskets)

7. Measure

Measuring is an important part of this process when it comes to product purchasing. You want to plan for products that you know will fit and take best advantage of the space.

8. Product purchase

Pick products that serve two purposes: function and fancy. When your spaces look good, they make you feel good. Products are necessary to create true homes for your items and make maintaining the spaces that much easier.

9. Final product install

Make sure products work like you imagined, and label anything necessary to hold you accountable.

10. Enjoy your newly organized space!

