

Steps to Organizing

Starting is the hardest part. But if you make a decision to start, the rest will fall into place.

Steps:

1. Choose a room to start. Make it an easy room.
2. Remember to have your “why” for this project posted visibly in the room you are starting in.
3. Have four boxes:
 - **Give Away**
 - **Donate**
 - **Belong in Another Room**
 - **Shred** (if working with papers)
4. Have garbage bags for the trash.
5. Pick a starting point and spend 15 – 20 minutes de-cluttering that area if that’s all you can emotionally handle. Of course, if you are able to dedicate more time by all means do it.
6. Empty the specific area you are working on completely.
7. As you remove the clutter, “*refresh your space*” by dusting, vacuuming or wiping down the surfaces to remove dust and debris.
8. Put in any necessary shelves or hooks.
9. Begin to put items you’ve decided to keep back.
10. Work the room clockwise spending 15 – 20 minutes a day at the next designated spot. Remember if you have the energy to spend more time, then by all means go for it.
11. Once you are done for that scheduled time, take your **Belongs in Another Room Box** and “fully” put those items away. Don’t just leave them somewhere in the room they belong. Put them in their proper place.
12. Take the **Donations Box** and put those items in perhaps a bigger box and then at least weekly drop off the bigger box at your favorite Donation facility. Don’t forget to take a picture (for tax purposes) and get a receipt.
13. For the **Give Away Box**, if something can be mailed, package it up and mail. Otherwise contact the person(s) you want to give the item(s) to and see if they want it. Arrange a time to get it to them or have them pick it up. If they do not want it, consider donating.
14. When you are done with a designated time of organizing, be sure to tidy up that area. If you moved items out of the room while organizing it, be sure at the end of the session to move those items back in the room. Don’t leave another space messy while de-cluttering and organizing.

15. At your next designated organizing time, either go back to the area you didn't complete or choose the next area to move to in that specific room and start the process again (Steps 6-11).
16. When the room is complete, tend to your **Donations Box** and your **Give Away Box**.

Some things to think on ...

- Once you take these steps, you will have an even better mindset about what you place back in that area. You will definitely think twice about putting in *"junk"*.
- Find the fun in organizing ... and there is fun in it. The simple **Organizing Tips** can turn this "dreaded" task into something that can end with a smile on your face.
- Don't leave that space you are working on until your pre-set time is over. That is why you have the different boxes to place items in that no longer will be kept in that specific room.