**What is your Organizing Style?**

You enjoy reading:

* 1. Fiction Novel
* 2. Non Fiction Book
* 3. Magazine
* 4. Newspaper

You find it hard to get rid of:

* 1. Things with sentimental value
* 2. Things that cost you a lot of money
* 3. Things that you find pretty
* 4. Things that may be useful in the future

Your home usually looks:

* 1. A bit cluttered with random things everywhere
* 2. Tidy with occasional piles of papers or things I haven’t got to yet
* 3. Tidy, but behind closed doors, closets and drawers can be a mess
* 4. A bit cluttered with projects on the go in some areas

In my spare time I enjoy:

* 1. Visiting with friends or relaxing
* 2. Learning or doing something new
* 3. Working on something for my home or family
* 4. Working on my favourite hobby

The areas in your home that need the most organizing are:

* 1. Bedrooms, kitchen and just about everywhere else
* 2. Desk, kitchen counter, garage or storage spaces
* 3. Closets, drawers or unused rooms
* 4. Work areas like office, craft rooms or garage

When it comes to cleaning my home I generally:

* 1. Do all the basics but get distracted easily
* 2. Keep my home tidy but do have piles I need to organize
* 3. Have a clean house but tend to hide things out of sight
* 4. Try to keep it clean but leave out things I’ll use again later

My biggest organizing challenge is:

* 1. I just don’t have anywhere to put things away
* 2. I just haven’t had time to organize some areas properly
* 3. I tend to neglect hidden areas in my home
* 4. I hate putting things away before I am done using them

If a friend called and said they would be coming over in 10 minutes you would:

* 1. Make a mad dash grabbing as much clutter as you can and hide it
* 2. Not do much differently
* 3. Wipe counters and clean the bathrooms in a hurry
* 4. Finish up whatever it was you were working on

When I am anxious, I:

* 1. Talk it over in my head or speak with close friends and family
* 2. Try to analysis and mentally prepare for all scenarios
* 3. Think about it non stop
* 4. Distract myself

I remember things best from:

* 1. Visual pictures and instructions
* 2. Reading about it
* 3. Someone telling me how to do it
* 4. Figuring it out on my own

My biggest Organizing Challenge is:

* 1. Out of sight, Out of Mind
* 2. I like things put away in a certain way and I don’t always have the time
* 3. Having to set up systems in all my hidden areas
* 4. I’m always busy with projects and hobbies

I like my favourite things to be:

* 1. Out where I can always see them
* 2. Put away properly
* 3. Neatly displayed with minimal clutter
* 4. Where I can easily use them often

**What is your Organizing Style?**

Add up your answers. Are you mostly a 1,2,3 or 4? You may also be a combination of all of these organizing styles! Below are descriptions of each style and some tips and tricks that can help your get and stay organized! **WHAT CLUTTERBUG ARE YOU?**

If you answered mostly **1**, you are a **BUTTERFLY!**

If you answered mostly **2**, you are a **CRICKET!**

If you answered mostly **3,** you are a **LADYBUG**

If you answered mostly **4,** you are a **BEE**

**BUTTERFLY**

A Butterfly is a very visual person and likes to see all their belongings for fear of “Out of Sight, Out of Mind”.  Unfortunately, it just isn’t feasible to leave all of our things out, all of the time. **You are probably a Butterfly if you have clothing on top of your dresser and on the floor but your closet and drawers are practically empty**. Butterflies are often overwhelmed with the idea of organizing and therefore put off starting big projects.  A Butterfly must be careful not to overrun their home with clutter which steals their time, energy and can have a negative impact of those they love.

There are many ways a Butterfly can be organized with everything in its place without the fear of forgetting where something is. Here are some tips just for the Butterflies:

* Coloured and Clear Bins are perfect for you! Keep the lids off so you are more likely to use them. By keeping your organizing solutions clear or colourful you will be much more likely to use them! Consider red bins for crafts, blue for office supplies or all clear bins so you can always see what is inside.
* Label, Label, Label. You can use words or pictures to label your bins and baskets so you always have a visual reminder of what is inside. Use clearly labeled baskets for mail, clothing, office supplies, paperwork and just about everything else.
* Butterflies are easily distracted by the clutter.  Have a friend or family member help you with your bigger organizing projects  to keep you on track.
* Use the 4 sort method when organizing any space. Have 4 labeled or colour coded baskets, bags or boxes handy. One for **Trash**, One for **Donate,** One for **Does Not Belong**, and One for **Keep**. This will help you stay focused and make purging your items easier.
* Have a clear vision for your space. Take a before picture of the mess right now and then find a picture in a magazine of what you want your space to look like. Hang both of these in your room somewhere for a visual reminder and motivation.
* A 21 item toss every month is a great way for Butterflies to purge.
* Schedule organizing time.  Schedule in 15 minutes each day and work on one small part of your space. Try to pick the same time everyday, like right after the kids go to bed.
* Hooks are a Butterflies best friend! Hang hooks in your entrance way, inside your closet and on the back of doors!
* Open shelving works well for you! Take advantage of vertical space and get stuff off your floor!
* Remember, stuff is just stuff. Don’t put your belongings above your family or yourself.

**Organizing your space will actually make it easier for you to find your things as well as save you money, improve your health and reduce you and your family’s stress.  When you take something out, try to remember to put it back right away when you are done. “Later” should be a word you remove from your vocabulary!**

**CRICKET**

A Cricket is a piler! They are very neat and tidy piles, but piles none the less. Crickets tend to be very logical and like things in a certain order.  Once a filing system is set in place the Cricket will have no problem following it…it’s just a matter of finding the time to setup the right system! Crickets are often quite organized and maybe even a bit *over*organized…in theory.  Crickets like very detailed and logical organizing systems which can sometimes take too much time to setup or too much work to use them properly. Therefore they stack neat piles until they have time to put them away properly…unfortunately, they hardly ever have the time.

The best solution for a Cricket is to let go a little bit. Try “Marco-Organizing” your piles instead of “Micro-Organizing”.  Here is an example: Joe wants to file his financial paperwork into a filing system. He wants a file for his RRSP’s with a separate folders inside for each year and fund. He also wants a separate folders for stocks and one for his children’s RESP.  In the meantime all his papers are stacked in neat piles on his desk..and have been for months.  A good solution would be to make one file called “investments” and file everything together for the meantime. He can always “micro-organize” this file folder at a later time, but at least it is put away today!

Here are some good organizing solutions for Crickets:

* Setup a filing system in a filing cabinet close to your desk or a desktop hanging file folder system for your kitchen counter or desk. Label each file folder and file alphabetically. Use general categories (Financial, Utilities, Insurance, Auto, School etc) to start until you have more time to make a detailed filing system.
* Set a timer when organizing to encourage you to move fast and stay focused.
* Use shelving and stackable storage solutions. If you do use bins and baskets, label, label, label.
* Place open baskets or bins on your desk or kitchen counter to hold you piles until you can get to them. This will be a visual reminder that your stack is getting too big for the basket and it is time to put it away.
* Make yourself a to-do reminder on your phone or computer that automatically reminds you of the tasks you want to complete each day.
* Turn off distractions like your phone, email and television when starting a project.
* Paper is your nemesis! Invest in a paper shredder and use it….often!!
* A labeler is your best friend. Label containers, file folders and just about everything else to ensure that you put it away.

**LADYBUG**

Ladybugs are generally stressed out by surface clutter and like to keep their living space clean and clutter free. You know you’re a ladybug if your surfaces are clean and tidy but your junk drawer is overflowing and you may be impaled by falling items when you open your closet. Without a mirco-organizing system in place, the small stuff can get shoved here, there and everywhere! Ladybugs need to work on setting up systems inside drawers and closets that are quick and easy to use.  Here are some tips just for the Ladybug:

* Set aside 30 minutes a week (over even more often) and pick one area in your home to reorganize. Ladybugs can easily follow most organizing systems, they just need to schedule time to make it a priority.
* Use drawer dividers or small open containers to keep like things together inside drawers. Examples: Batteries, pens, tools, jewellery, makeup, tape, craft supplies etc. Using dividers or open containers means you can just open the drawer and easily toss the item in it’s home!
* **If it is hard to put away, you won’t**. Make your storage solutions easily accessible and clearly labeled. Use containers without lids inside drawers, closets and just about everywhere else!
* Pretty Baskets are your best friend! Ladybugs love a pretty, clutter-free home. Using pretty baskets can keep your home looking pretty and uncluttered while giving you an easily accessible spot to store smaller items. Use baskets for toys, newspapers, cookbooks, office supplies and so much more!
* A Binder system will work well for you! Using a pretty binder with clear plastic sleeves is a great way to hold your important family papers like schedules, calendars, contact numbers, recipes, coupons, school information and kids artwork!
* Create Zones for your homes. Give all your items a home and you will just naturally put them back there. Make sure the “homes” are close to where you use them. Do you do homework and crafts at the kitchen table? Make sure your homework and craft supplies are located in the kitchen! Organizng into zones will ensure that cleaning up is fast and easy.

Ladybugs can easily get caught up in their homes. Be sure to take time out of your day for family and friends! There is more to life than a clean and organized home…wait..did I just say that?

**BEE**

A Bee is someone who always has a new project on the go! Bees like to keep their tools, papers and supplies out until they are finished the job. This can quickly turn into clutter.  There are lots of different kinds of Bees, some have work projects which come with mounds of paperwork to deal with, others have many different hobbies which require mountains of supplies.  Some Bees have home-based businesses which can overrun the entire home with materials both necessary to keep and some that are not. Reading is a hobby too and if a Bee is an avid reader, chances are they are drowning in books, magazines or newspapers.  Cooking and baking is also a hobby and a Bee tends to have every tool they could ever possibly need! Bees almost always come with a lot of*stuff.*Whether it be exercise equipment,  scrapbooking supplies, photographs, art supplies, books, cooking and baking utensils, wood working materials, home improvement tools or any other supplies you use during your hobby, it can quickly take over your space.

Some suggestions for a Busy Bee? First, try to have no more than 3 projects on the go at once. If you have had an unfinished project for a long time, it may be time to get rid of it all together and open yourself and your space up to new projects that you are more passionate about. Do you have a lot of exercise equipment that hasn’t been used in years? As hard as it is, perhaps it is time to donate or sell that equipment and use the space for another hobby that you would actually enjoy, like a reading room or scrapbooking space. Do you really need that many pots and pans, screwdrivers, stickers or books?

Bees are the master of good intentions, but there are only so many hours in a day and only so much we can reasonably get done. There also comes a point when we need to admit that even though something may be useful, it is taking away space that could be used for more important items. Here are some tips just for Bees:

* Make a Priority List for yourself and your home. Is having a clean kitchen a priority over finishing your scrapbook? Then make time for what is a priority to you and finish that task before you start a new one.
* Learn to let go.  Bees tend to keep things “just in case” they may need it someday. If you don’t love it and you haven’t used it in a year, get rid of it.
* Schedule, schedule, schedule. Your time is precious to you so make the most of it. Create daily and weekly chore lists, a daily schedule and make sure you have a monthly calendar that you can reference easily.
* Bees can benefit from lists more than any other bug! Make a list of all the things you want to do that day (make it reasonable) and work on those and only those. If you can’t get them all done, carry the left over items to the next day’s list.
* Purge, purge, purge. Do you really need that many screwdrivers? Do you really use all those stamps? How many different kitchen gadgets do you really use on a regular basis? Bees collect things for their projects and often end up with too many unused materials.
* Use project boxes. Have a box or basket with all the supplies you need for your current project. When you are done for the day, put the items back into the box until you can work on it again. This way your supplies are out of the way, but you don’t need to take everything out again to work on your project next time.