

## HOW TO ORGANIZE ANY SPACE IN **5 SIMPLE STEPS**

### **SORT INTO BROAD CATEGORIES**

Choose one drawer, shelf, or pile and sort the contents into broad categories.

### **PURGE ITEMS YOU DON'T WANT**

Get rid of obvious trash and unused items. Set aside items that don't belong in the space.

### **ASSIGN A HOME FOR YOUR CATEGORIES**

Choose the space where your sorted categories will be stored. Be sure to gather other items for this category that you also want stored in this space.

### **CONTAIN THE CATEGORIES**

Add containers that will fit into the assigned space. Assign each container one (or more) of the sorted categories. Start with the items you use most often and place them into the containers.

When the container is full, the remaining items of that category can be purged OR a new home and container must be assigned that can hold ALL of the items you want to keep. Once all the containers are full with their dedicated categories, label the container.

### **ELIMINATE THE LEFTOVERS**

Once done, it's time to complete the cycle by disposing of any trash, donating the items you are not keeping and putting items that do not belong away. The job isn't done until the mess is cleaned up!