



# Getting Organized



## The Basics

START HERE

### The “Bite Size” Method

Start small to avoid overwhelm  
*Organization has levels, if you are new to it or need to reset and don't want to overwhelm yourself, start at the smallest level.*

#### Level 1

Drawers  
Under Sinks

#### Level 3

Pantry  
Closets

#### Level 2

Bathrooms  
Kitchen Cabinets



### Starting With Your Space

#### Step 1.

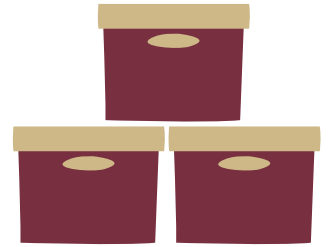
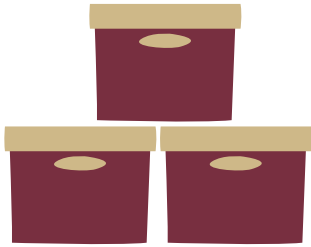
Take it *all* out  
Remove everything from the space you would like to organize.

#### Step 2.

Groupings  
As you're removing things, put them into groups by type/need/color etc

#### Step 3.

Pare Down  
After making your groupings, get rid of the items that you no longer need or even want





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## The Purge

It's okay to remove things from your life that do not serve a purpose or that you do not enjoy. Those items can take up space in your home and in your brain

### How to Get Rid of Things *a Primer*

**1** Have bags on hand. Buy a box of garbage bags you can even find bags in different colors. Designate some bags for trash, some for donations, and some for friends and family. It is essential to keep yourself organized while you're moving forward. Plus it is so satisfying to see the product of your work quickly with cleared and organized spaces.

**2** Make a Plan.

- If you need to **donate items**, determine where you will drop off the items and set a reminder or appointment for a specific time to drop off your donations.
- Same rule for items you need to **mail**. Schedule your time to manage the items.
- If you have items you need to give to **family or friends**, notify them immediately that you have something for them and make a plan to meet.

**3** Keep a small "Special Project" Basket. This can include items you need to repair, thank you notes, or crafts that you need to complete. If the basket is full, you have to complete a project before putting another item in it. Schedule time for your Special Projects and make it a goal to empty the basket.

**4** Storing or Archiving is an option when the binary choice of "keep" or "get rid of" isn't a good fit.

- Storing seasonal or low use items like your winter coats or hard-copy books in attic or a high shelf to access later is a great solution.
- Archive items like old documents, greeting cards, or physical photographs. This can be done in a physical space or in a digital space!

**5** Don't stop, keep going! With organization, momentum is key. Don't tackle a project that you can't finish the day you start it. Also, keep in practice, tackle at least one bite size organizing goal per week.

**6** Look one more time. Take one more look at the space and the items you plan to keep. If you feel good about your space, then you've completed your purge!

#### Tip

TURN ALL OF YOUR CLOTHING HANGERS SO THEY FACE THE BACK OF THE CLOSET, AND NOTE THE DATE YOU START. AFTER A YEAR, CHECK AGAIN—ANY HANGER STILL TURNED TO THE BACK SHOWS AN ITEM YOU HAVEN'T WORN. CONSIDER DONATING OR DISCARDING THOSE PIECES.



# Getting Organized



## Closets

### Clearing Out Items

# 1

#### Be Realistic

torn, stained or items that you haven't worn in a long time are not likely to be used soon enough to take up space in your closet

# 2

#### Go With Your Gut

if you don't like something, even if it's trendy, it's not likely that you will grow to like it

# 3

#### Let Go of Guilt

Holding on to items because someone spent money on them or they have sentimental value can be tricky.

You can always sell the item or take a photo of it to keep the value/memory.

#### Tip

ORGANIZE HATS, SMALL BAGS, AND SCARVES IN INDIVIDUALLY LABELED BINS WITH LIDS THAT CAN STACK. ORGANIZATION THAT CAN ALSO SAVE SPACE!

### Hanging up Items

#### Sorting

Organize Items by Type/Color:

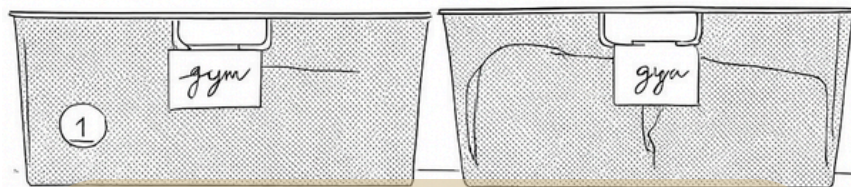
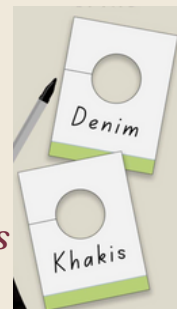
Example:

#### Tops

Sleeveless  
Short Sleeve/T-Shirt  
Blouses/Button-ups  
Polos  
Long Sleeve  
Sweatshirts  
Branded Work Shirts  
Etc.(Jerseys, Halters, Crop-Tops)

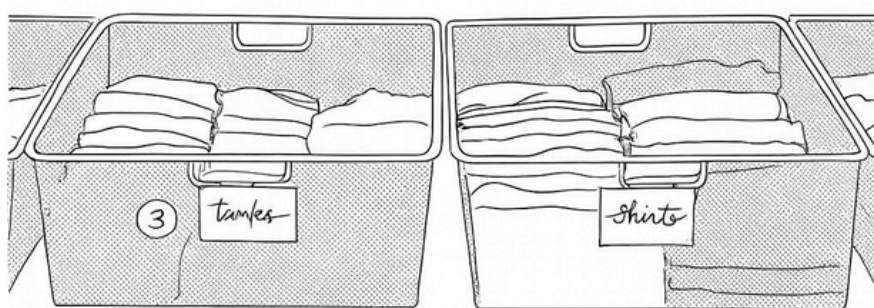
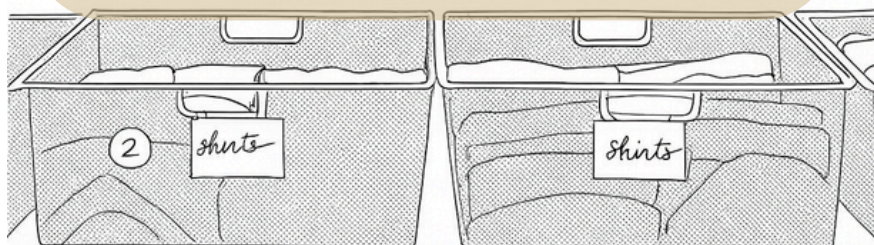
#### Keeping Track

Use  
Hang  
Tags  
to keep  
categories  
separate



### No Dresser? No Problem

Labeled baskets are a great solution





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## Pantry

### Getting Started

Find sensible and manageable storage solutions.

1

There are so many options for pantry storage like baskets, clear bins, and sealed canisters. Pinterest is a great place to explore your options

2

Remove as much packaging as possible so things fit more easily in bins and canisters.

Keep only the amount of food on hand that your pantry can realistically hold. We aren't all meant to shop at Costco, so consider your space constraints and stock up accordingly.

3

### Pantry Planning Sorting



Measure your space so you can pick supplies that will take advantage of every inch.



Take everything out and group it into piles as you go (such as breakfast, dinner, and snacks).



Go through each pile and toss anything that's expired, overly duplicative, leaking, etc.



Organize the remaining piles into the containers you purchased.



Systematically arrange the groupings in your space so that it makes sense for your household.

#### Tip

**PANTRY STORAGE CAN GET EXPENSIVE, WHICH MAY REQUIRE THAT YOU GET CREATIVE ABOUT WHERE YOU SOURCE YOUR STORAGE SOLUTIONS! SECOND HAND OR DISCOUNT STORES USUALLY CARRY BUDGET FRIENDLY STORAGE OPTIONS**



**Can't Decide?  
Blend Baskets and Clear Storage for extra flexibility within your space.**