

12 TIPS FOR ORGANIZATION

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1. WORK ON ONE SPACE AT A TIME

Instead of tackling the entire house, break it up by room or closet. Keeping the task manageable and realistic will lead to greater success.

2. SCHEDULE AMPLE TIME

Calendar time to help keep other tasks from taking over and to make goals a mental priority.

3. TAKE INVENTORY

Begin with a quick initial sort of toss, donate/sell, and keep.

4. RE-EVALUATE

Further evaluate the "keep" pile. Ask the tough questions about where it should be kept for best use and if you really will use it.

5. THINK OUTSIDE THE BOX

Any storage areas yet to be considered? Perhaps under a bed or an awkward space in a closet? Perhaps a new configuration of an old space?

6. GO VERTICAL

Use shelving, racks, or bins to maximize storage space for top of closets or on walls. Put infrequently used items up higher.

7. CONSIDER TYPES OF STORAGE

Determine what needs to be stored and the best way to access it. Baskets, totes, under shelf racks, carts for portable storage, etc.

8. CATEGORIZE BY TOPIC

Divide the space and storage by topic. Keep all camping, school supplies, or toys each in their own areas.

9. ACCESSABILITY

Keep frequently used items accessible so they are easy to put away.

10. VERSATILITY OF STORAGE

Choose storage systems or containers that can be reused as needs change.

11. EASY IDENTIFICATION

Use color coded bins, labels, or clear containers to clearly distinguish contents.

12. SUB CATEGORIZE

Alphabetize, group by topic, arrange in color spectrum, or by size to further organize.

Remember to Celebrate Each Success!