

10 STEPS

to organize any room
so you can get started NOW!

What you'll need:

- Smartphone
- 4 plastic or paper bags, labeled:
 - Donate (to charity, friends, etc)
 - Trash
 - Recycle
 - Shred (for paper with identifying/personal info)
- 1 box or bin, labeled: Put Away



- STAND**
in the doorway and take a picture of the room with your phone.
- SET**
a timer for 15 minutes.
- LOOK**
immediately to your left - this is your starting place.
- PICK UP**
one thing on top of the pile or piece of furniture.
 - Is this something you want to keep? Do you love it or need it?
- If the answer is YES:**
 - Does it have a specific home in that room? If Yes, put it there.
 - Does it belong somewhere else in the house? If Yes, it goes in the Put Away box.
 - Does it need a new home designated for it? If Yes, put in Put Away box.
- If the answer is NO:**
 - Put it in the appropriate bag to discard.
- CONTINUE**
down through the pile and then clockwise around the room, working from top to bottom on pieces of furniture and piles.
- REPEAT**
these questions/actions with every item you pick up.
- WHEN 15 MINUTES ARE UP**
set timer for 15 more minutes or plan a time to resume the work. Schedule it wherever you schedule appointments.
- TAKE A PICTURE**
when finished to compare with your pre-organizing photo.
- CONGRATULATE**
yourself on a job well done!