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The Keys to Organizing Success—“Plan S-P-A-C-E”

Plan: How will organizing benefit me? What is my goal for this space?

S-P-A-C-E

□ Sort

- Like with Like

□ Purge

- Ask yourself:
Do I love it? Do I need it? Do I use it?
- Make Decisions: Let things go that don't relate to your plan. By purging, you reduce stress and free up space for the things you do use, need, and love!

□ Assign Homes

- Location! Location! Location!
- Homes should be determined based on frequency of use-where is my prime real estate?

□ Containerize

- Buy containers or repurpose containers you already have to keep categories together.
- Let the container size dictate how much of a category you can keep.

□ Equalize

- Perform daily maintenance and return items to their homes.
- If something isn't working, tweak it.
- Use the “One In-One Out” Rule.