



Phone (858) 481-9191 www.awaywithclutter.com

Getting Organized: Four Simple Steps

First Step: The Sorting Process

Begin by spreading out different sizes of containers in the area of your home you are working in. Use Small, Medium, Large and Extra Large Containers for this process. Be sure to place them in a manner that provides space for people to safely walk through them without tripping.

Start with Small or Medium size containers and then move up to Extra Large size containers if necessary. By keeping like items together you will be able to see what you have, and help you discern later what to keep and what to purge. If there is a large amount of items in any category, break that category down into sub-categories.

Example: you have multiple extension cords, phone or computer equipment in your garage. Rather than placing all those items in an Extra Large container labeled 'Electrical Equipment', place all extension cords in one Medium container, all phone equipment in one Medium container, and so on.

Example: you have a lot of pet-related items. Rather than placing all those items in an Extra Large container labeled 'Dog', place all grooming supplies in one Medium container, all leashes and collars in one Medium container, all pet medicines and vitamins in one Medium container, and so on.

If you come across items that do not belong in that area (ie; 'office supplies' in the Master Bedroom closet) sort them and place them in correct area.

Second Step: The Decision Making Process

When you are reviewing your belongings – you need to decide what to Keep - Toss – Donate – EBay. Every item will go into one of those categories. Reasoning such as “someday I might use it” is not acceptable... someday is *not* on the calendar!

Ask yourself the following questions to help you decide:

- Do you use it? Love it?
- How would your life change if you never had this item?
- Does item fit properly?

- When was the last time I wore it?
- Is it stained, worn, discolored, have holes or is torn?
- Do I feel great wearing it?
- Does it suit my current lifestyle?
- Is the item chipped, broken, rusted or damaged?
- Has it expired?
- Is it missing parts?

Third Step: Containerize Your Items

Away With Clutter suggests using clear plastic containers with snap on lids. They are made in many sizes to fit your storage needs and keep your items clean and protected from the elements.

Fourth Step: Labeling Your Items

Invest in a good label maker...they cost about \$30 at most office supply stores and you will never have guess what is inside any storage container again.

If you feel stressed out, overwhelmed or just don't have the time to do it yourself... our Swat Team of Professional Organizers can change your space and life in 24 hours!

Give us a call at (858) 481-9191 or visit www.awaywithclutter.com