

# Organization strategies

What MOST irritates you about your house?  
Focus on and tackle this job first!  
Small victories will lead you to feeling more productive.

Plan a Organizing party and invite over a few friends. Drink wine and tackle one mess together.

Make your bed every morning, first thing.

Clean hot spots nightly - counter, dining table, front entry table.

Use your camera phone to take pics of your rooms. Then evaluate them for the areas that need to be 'freshened up.'

*Clean the room as you leave. Take all the things with you that belong in the room you are heading to.*

Make your relaxing time a reward for tackling one of your projects and only let yourself do it once you finish your project.

Set up a sorting system. Make a To Keep box, a To Giveaway box, and a To Trash box. When you walk past a pile, quickly sort it into the boxes. Once a box is full, you MUST take care of it immediately!

Time block or set an appointment to tackle the things you don't want to do and do it while you watch your favorite show, so it feels more pleasant to sort the bills or fold the clothes.

Rate your rooms 1-5. The 4s and 5s are the ones that you most want to look great. These are the spaces to focus on organizing.

Organize items on shelves, in cabinets, and in drawers by how frequently they are used.

Be the 'visitor' in your home and view it through their eyes. Tackle the major pieces that are making it appear disorganized.

*Say the affirmation, "I am an organizer!" and find the system that works for you.*