

# 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.*

*Coordinating Chaos*