THE ORGANIZE ANYTHING METHOD

FOR GETTING & STAYING ORGANIZED
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1 PLAN IT

Jot down your vision for the space (e.g., open, inviting), your why for getting organized (e.g., to save time), and what functions this room/space needs to serve. Take before photos and gather your organizing supplies (sticky notes, marker, white trash bags for trash, black trash bags for donations).

2 SORT IT

Create categories by grouping similar items together. Start with broad categories like office supplies, or home improvement, and then, as space allows, create subcategories like pens, pencils, staplers and staples, scissors, etc.

3 CURATE IT

Look at one category at a time and determine if each item fits your vision for the space or if it is useful or special. Look at the big picture of creating a complete "collection" without much redundancy. There may be items you decide to keep, but they don't belong in this space.
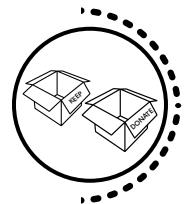
4 ZONE IT

Map out a section of the room for each broad category (like home improvement in the garage). Then within that plan where each subcategory should belong (tiling, painting, basic tools, etc). Think of what categories should stay close together because you use them together, and try to place them near where you want to use them (like hot pads close to the stove).

5 CONTAIN IT

Place items in the homes you planned for them. You may need extra containers like drawer dividers or bins/baskets to keep categories separated. Make a list of what you need (including how many of each item) and take pictures of the space and the category so you can refer back while you're shopping. Make sure to measure!

6 MAINTAIN IT

Think through your organizing struggles in the past and what systems you can implement to prevent them now that your space is organized. You may need daily habits (like a Ten Minute Tidy Up after dinner) or a weekly routine (like always washing clothes on the same day). Schedule your new rhythms in your phone & take after photos!