

Ten Steps To Organizing Any Room

1. **Dedicate time** – put on your calendar and make a priority to your schedule.
2. **Gather Supplies** – sorting boxes (green tubs for sell, cardboard boxes for charity), markers, trash bags (white charity, black garbage), etc.
3. **Establish a staging area** – area to put grouped items out of the main walking area, keep safe.
4. **Sort** – go through each item only handling once and continue working area until finished.
5. **Purge** – garbage, charity, and family.
6. **Group like items together** – so you can see how much you have to work with and make a plan.
7. **Examine your space** – help create a plan on where and how you will store it.
8. **Shop** – organizing supplies to hold what you keep.
9. **Install** products and put items into storage containers
10. **Maintain**

Very Important to work in this order only and keep focused on same area until finished!

This comes from the book “Eliminate Chaos – The 10-Step Process to Organize Your Home and Life” by Laura Leist