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Organizing Accountability ~ 5 step process to Organize any Space

Jewels Muller, MA

Place your before and after photos here ☺

Name _____

Date _____

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Organizing a Physical Space

P – Prepare

E – Evaluate and Classify

A – Action

C – Contain and display

E – Everything has a home

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P ~ Preparation for Organizing a Space

- Determine the amount of **time** you will spend on the organizing project and schedule it on your calendar.
- Remember that it always looks worse before it gets better!
- Write down the names of the people who use the space.
- Each person who uses the space needs to be on board with the organizing project and commit to the maintenance of the new system.
- My Big "Why" for this project ~ List your reasons for wanting this space to be organized. How will it feel to work or play in this space once it is organized? BONUS template at the end of this report.
- Prior to the Organizing process you will need Large labels that read:
 - Keep Here
 - Keep Elsewhere
 - Donate
 - Toss
 - Shred
 - Long Term Storage
 - Projects
 - Safe Deposit Box
 - Important!
- Arrange your labels in your organizing space on the tubs or where they make the most sense.
- Never leave the space until the initial sort is finished or you will get off track.





E ~ Evaluate and Classify

- Sort and Purge
- Like items go with like items
- Start in one area of the room or space and work your way around from top to bottom, left to right
- Or determine a space and chunk it down and stay in that section until completely sorted
 - Example: Top of a desk. Entire Dresser. All things on the floor, etc.
- Do not skip an item. Make the decision by simply asking yourself, "Do I love this? Do I use this?"
- Remember that someone else would LOVE to have your item if you do not love it or use it
- Revisit your WHY for working on this project and space if you get stuck or overwhelmed.





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A ~ Action

- Keep here ~ Items that fit your definition of how you want to use the space
- Keep elsewhere ~ Items that you love and use but belong somewhere else
- Donate ~ Items that you no longer love or use that someone else could love and use
- Toss ~ Garbage
- Shred ~ Sensitive items with personal information on them
- Long Term Storage ~ Items that will get boxed up, labeled and put into long term storage
- Projects ~ Items that you are currently working on that need to have a due date associated with them as well as time scheduled on your calendar to finish them
- Safe Deposit Box ~ Safe place for documents or items away from your home
- Important! ~ Items that need attention within the week

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C ~ Contain and Display

- This is the step where you can purchase or repurpose items to contain what you want to store in the space. Make sure not to purchase organizing items until you finish steps 1-3 so that you actually know what you want to store and how you want your space to function.
- What system or products fit my style and my needs?
- Binder System ~ Binders with clear plastic sleeves make an easy to use and view organizing system for projects and activities
- File System ~ (Complete 4 week coaching program for organizing paperwork with our Organizing Accountability Group Coaching Program)
- Go Vertical ~ use the space up the wall with shelving and decorative boxes to store things if space is limited
- If you love it use it ~ Put it somewhere where it will get used
- Display it ~ Photos, certificates, etc. Find a place on the wall or horizontal surface to display the items that you love
- Set limits or boundaries





E ~ Everything has a home

- Prime real estate ~ put things you use often within your arms reach
- Productivity and efficiency ~ Create systems and routines
- Is this the best use of this space? ~ Look at your space with a new set of eyes and ask yourself this question
- What belongs and what doesn't? ~ 5 minute transition time between activities, ask yourself this question
- Put it back ~ Return items to their homes after using them
- You determine where the home is ~ Ask yourself what you need in each area of your home to be even more successful and make sure the items get returned to their spaces
- Maintenance (Zones) ~ Break the space into zones and set a specific amount of time aside for maintaining the space





My Big "Why" for organizing my space

- How will my space look when it is organized?
- How will my space feel when it is organized?
- How will my space function when it is organized?
- How will my space benefit me and others?

