



GETTING ORGANIZED

Getting organized can feel overwhelming, but breaking it down into smaller tasks can make it easier and more manageable. Use this checklist to help guide you through the process and keep you on track! Remember, it didn't get cluttered in one day so don't expect to declutter in one day either.

Getting Started

Gather your supplies. Collect boxes, bins, labels, trash bags, donation bags, and any other organizing tools you may need. Use a large surface on which to sort items if feasible. Do you already have any items that can be repurposed for storage?

Allocate specific times to work on each task (e.g., 30 minutes per day or weekends). Beware of decision fatigue. You can only make effective decisions for so long - consider limiting yourself to no more than 4 hours.

Baby Steps

Start small—choose one room or zone, like your closet or kitchen. Sort items into categories:

1. Keep - To qualify for "keep" status, the item must be:
 - Useful
 - Used in the last year
 - In good repair / functioning
 - Brings you a sense of enjoyment / satisfaction / delight when you use it
2. Elsewhere - Put items that belong in another place where they belong.
3. Donate/Sell
4. Trash/Recycle

Immediately remove donation and trash/recycle items from your space to avoid second-guessing. Put items to be donated in a box in your vehicle to drop off next time you're out - someone will be grateful for them!

Kitchen

Remove everything from cabinets and drawers to sort through. Group similar items (e.g., utensils, baking supplies, canned goods) together as you remove them. Remove unnecessary items from the counters to create more workspace. If preferred, and you're willing to commit to transferring food into another container, store dry goods in clear, labeled containers for easy visibility. Place frequently used items in easily accessible spots, closest to where it's used. Less frequently used items can be stored farther away from the point of use.

Clothing

Take everything out of the closet so you can start fresh. As you remove, group into categories (e.g., pants, shirts, jackets). Donate or discard items you no longer wear or need. Wipe down shelves, vacuum, clean before putting clothes back. When putting clothing back, organize by frequency of use. Place frequently worn items at eye level, less-used items on higher or lower shelves. Add bins, baskets, or dividers to keep things neat and organized.

“WE CANNOT DO EVERYTHING AT ONCE, BUT WE CAN DO SOMETHING AT ONCE.”

- CALVIN COOLIDGE



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Living Room

Clear the space by removing everything from tables, shelves, wall units, drawers, etc. Remove items that don't belong or that are no longer needed. Use storage bins or baskets. Keep toys, remote controls, and other small items organized in stylish containers that match your decor. Sort books, DVDs, or other media and arrange them neatly by size or category.

Home Office

Go through papers and sort into "To Do," "Shred," and "File" piles. Create a simple filing system - not all documents need to be kept forever. Have separate folders for papers you need to keep indefinitely (health/medical records) and those needing to be kept for a specific period of time (like income tax). Remove clutter from your desk and only keep items you use daily. Use cable organizers/clips to prevent tangling cords.

Garage / Basement

Clear the space and remove everything from shelves and corners. Group items into categories like tools, sporting goods, seasonal decorations, etc. Label bins to make items easier to find. Make use of wall storage: Install hooks or pegboards for tools or bikes to maximize vertical space.

Key Points

Label Everything: if it makes sense to do so; label storage bins, boxes, and files for easy identification.

Maximize Vertical Space: Use shelves, hooks, and hanging organizers to keep floors clear. Space above cupboards can store infrequently used items. Shoe organizers hung on the inside of a door can store small items like extra toothbrushes, toiletries, smaller cleaning supplies. etc.

Selling Items: Consider selling items in good condition (via online marketplaces or holding a garage sale).

Recycle: Recycle paper & packaging as much as possible to minimize waste.

Create a Maintenance Plan: Set a regular schedule for tidying up and decluttering (e.g., monthly check-ins, annual purge, etc.).

Celebrate Your Accomplishments: Enjoy your newly organized space!

With this checklist and some visual or audible reminders, for recurring tasks, you'll be able to tackle each area systematically and efficiently. Stay consistent, and your organized space will stay neat long-term!

“YOUR LIFE DOES NOT GET BETTER BY CHANCE. IT GETS BETTER BY CHANGE.”

— JIM ROHN



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