

7 STEPS TO ORGANIZE YOUR CLOSETS

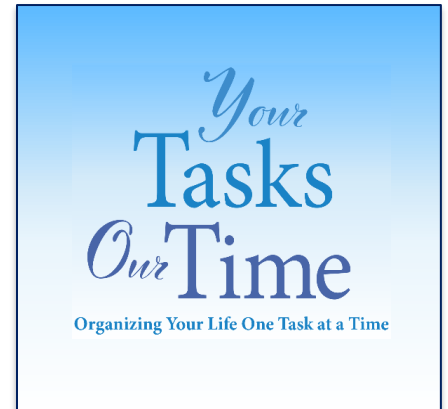
The great thing about closets is they are relatively small spaces and don't usually take a ton of time to organize. So, let's get started on the process of cleaning out, organizing and lightening your household for the spring season.

STEP 1: PICK A CLOSET

- ☐ We suggest starting with the most frustrating closet in the house so you will gain a greater sense of accomplishment when you are done.

STEP 2: GATHER YOUR SUPPLIES

- ☐ You will need only a few items to get started:
 - ☐ Garbage bags for trash and clothing donations
 - ☐ Boxes or heavy paper bags for non-clothing donations
 - ☐ Bins for items that need to be put away in other areas of the home
 - ☐ Recycle containers for paper and recyclable boxes



STEP 3: CREATE SORTING ZONES

- ☐ Select an area to use as a sorting zone. You will need space to place items you want to keep, donate, move to another room, recycle and discard. Use the supplies listed above to set up zones for sorting your items as you remove them from the closet. You will need sufficient space since you will be removing all items from the closet.

STEP 4: SORT, CATEGORIZE, PURGE

- ☐ Pick a shelf or hanging space to begin. As you pull out each item, decide if it's keep, donate, etc. ***Stick to one section at a time*** to keep yourself focused throughout the process. Once you complete one section, move on to the next. Do this until the closet is completely empty.
- ☐ Now, you can sort and categorize the items that you will keep in the closet. For example, all short-sleeve shirts together and all sweaters together. This will give you a great visual snapshot of the number of items you have in any one category. You may not need 10 white t-shirts and decide that 5 is plenty so you add 5 to the donate pile.

STEP 5: DUST & VACUUM

- ☐ Be sure to clean the space before you put the items back in your closet. Dust, vacuum and sweep the space.

STEP 6: DETERMINE YOUR ORGANIZING SOLUTIONS

- ☐ By sorting and categorizing the keep items, you get a picture of the type, size and number of organizing tools you will need to complete your project. The quantity of items you have will help guide you toward the solution. For example, 3 hats can easily fit on a shelf; conversely, 30 hats need a very different solution.
- ☐ Look around your home to see what solutions you already own that may serve as good organizing tools. For example, you can use bins or an over-the-door shoe organizer to store hats. Scarves can hang on a hook or a multi-level pants hanger. If you need inspiration, there is no shortage of creative ideas on a site like [Pinterest](#).

STEP 7: ORGANIZE FOR SUCCESS

- ☐ Before you put your items back in your newly cleared and cleaned space, reflect on what has worked and not worked in the past. Ask yourself why you couldn't previously find an item in your closet. Were there too many items in the closet? Were the items stored too high or too low? Do you need to visually see the item to remember it exists? As you begin to add items back into the space, think about the frequency of use and the function of each object. The answers to these questions are some of the keys to getting and staying organized. Give it a try and before you know it, you'll have a perfectly organized space that's easy to maintain and a joy to use.

If you still struggle to get organized or feel overwhelmed, schedule a [free 30-minute phone consultation](#).