



Room to organize: _____

Phase 1 - Analyze

What is working ?	What is not working?
What items are most important to me ? In keeping in mind my big picture goals, which are...	Why do I want to get organized ? (this will be my own coaching tool!)
What's causing the problems ? 3 frequent causes could be : <ol style="list-style-type: none">1. system is ugly and uninspiring2. tendency to act as a "conquistador of chaos"3. need for perfection	Fill in the blanks! <ul style="list-style-type: none">○ I can never find...○ I have no place to put...○ There's no room for...○ I'm tired of ...○ The clutter is stopping me from...○ I'm losing a lot of money on...○ The disorganization makes me feel...○ When people visit, I...



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Phase 2 - Strategize : First, define the space

Activity	Supplies	Storage unit



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Phase 2 - Strategize :
Map out the space

Rearrange furniture and stock in boxes if
needed !



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Phase 2 - Strategize : Estimate the time

Zone	Time needed	Scheduled when ?

One room : 1 to 1.5 days. Closet or bathroom : 0.5 day.
Attics or garage : 2 to 4 days



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Phase 3 — Attack : one section at a time

S ort in categories	Sort what is visible first. Sort quick. Don't do anything. Don't zigzag.
P urge	<ul style="list-style-type: none">✓ Toss - Give away - Put elsewhere – Sell – Keep : if too many items to keep, choose favorites.✓ What do I gain in purging ? Space – time – money – satisfaction in giving to others
A ssign Home	<ul style="list-style-type: none">✓ For each item or category, choose storage with :✓ Appropriate size✓ Single category storage✓ Logical sequential✓ Accessibility
C ontainerize	<ul style="list-style-type: none">✓ Keep category separated!!!!✓ When shopping, go for : aesthetics – sturdiness – manageability (handles, weight)✓ Measure everything AND count item I want to put in !✓ THEN labeling
E qualize	<ul style="list-style-type: none">✓ Follow up 2 weeks after the organizing project✓ Then plan the daily clean up in my schedule✓ Plan 2 "tune-ups" each year : do I need a new container ? Do I need new labeling to maintain my organization and stay motivated ?



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My notes : to buy — to do