

7 Things You
Can Do to
Organize Your
Home

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1. Make a fast pass through the house and take the trash bag with you.

Put all the trash in the bag, tie up the top and take it to the alley or dumpster!

This is probably one of the quickest changes you can make. Be sure to include broken toys, whether they belong to the dog or the children. You will find this can make a dramatic change in how your rooms look – *and* how you feel.

Include magazines that you are not planning to read and papers lying around such as coupons, last month's newspapers and other miscellaneous stuff that does not have a place to call home!

While you are doing this task, you can sing this little song "Who takes the trash out – I do! I do!"repeat several times loudly. This is sung to the tune of "Who Let the Dogs Out?"

Doing something silly like this will make it a bit less of a task if you are by yourself – or if living with someone, might get them to assist as they will think you are having too much fun alone!



2. Put away the clothes.

Take the dirty ones to the laundry, fold and put away the clean ones or hang them in the closet. Your clothes will last longer and you will notice an immediate improvement in the look and smell of your bedroom. It is important to manage your clothes instead of letting them manage you.

Putting clothes up, instead of laying them on a chair, bed, or even the floor is one of the first habits you can learn. It will make a big difference in how well your home stays organized. Displaced clothing seems to attract more displaced clothing and it seems to multiply very fast.

Make a sign as a reminder to always hang clothes up and place it at eye level somewhere obvious. After 21 days, it can become a habit and you will be so proud of yourself.

3. Take all the shoes and return them to their owners.

Store the shoes in their original boxes, purchased shoe containers, or hang them over the door. The picture to the right is an example of the [shoe organizer](#) I often recommend to clients.

Shoes seem to gather in corners and doorways and soon it looks like there are feet all over the floor. It is so easy to step out of them as you walk into the house or stop to sit down for just a minute – and then walk off and leave shoes behind.

If you prefer having shoes left at the entrance, you can provide a mat or decorative box for storage. But even then, keep the extras in the closet instead of creating a box of shoes that are not being worn.



4. Clear off the dresser.

Develop the habit of clearing off the dresser every time you clean your room. It will get easier every time and become a habit.

The dresser top can become cluttered very quickly. Use simple tools such as baskets and dividers in your drawers so that you can find things easily.

When you walk into the bedroom and there is clutter on the dresser and shoes in the floor – maybe even a pile of clothes on the bed to be folded and put away, it can make you want to run the other way.

You may want to do these small chores in your bedroom as you take a break from regular time at home. For me, it helps as I remember to get up from my desk and walk around a bit.

If you do the above tasks one at a time because you have developed the habit of doing it as you go through your day, then it is not a big task to be done at once.

5. Now to the kitchen and clear off the counters.

Wipe off the horizontal surfaces such as the stove and counter tops.

Spray an organic cleaner on the surfaces to kill bacteria and germs. Those little organisms are the cause of those nasty sounding diseases that make the evening news. You don't want to duplicate that in your own kitchen.

If you have granite countertops or tile with grout, it is especially important to keep them clean. Once the bacteria get in the crevices, it is really hard remove.

Have a place for papers and general “stuff” to go as it enters the house. Enlist the help of members of your family and encourage everyone to put things where they go instead of setting everything on the kitchen counter!

At first, they may use unkind words like “nagging” when you point out where things should go, but they will get the message and hopefully help you keep the kitchen organized.

It is so tempting to just leave all the appliances out for easy use; however, if not in almost daily use, consider their home to be under the counters instead of all over them.

6. Do a quick pick up in the living areas.

Take a few minutes to put everything in its place. (That does not mean your husband and children). They can be part of the process and willing participants if you can make it a bit of fun at the same time. Throw trash in the trash can, search under the couch for hidden treasure or play a game of toss to get the dirty clothes into the hamper.

Gather the remote controls and stack magazines and books. You can even make decorative stacks of books on a table in a corner or even on the floor. You don't want the *Leaning Tower of Pisa* that could topple over on innocent bystanders, but short stacks can actually create a point of interest as you display your treasures.

Again, assign places for things like remotes and shoes and make every effort for those items to be put back in those places after being used.

Are things starting to look more organized around your place?

7. Get it together in the bathrooms.

Use your cabinet storage to do just that.....store stuff. Store like items together. Use baskets under the sink and in the cabinets, too. Do you have space for a free standing unit or a cabinet that hangs on the wall? If you don't have space for storage, then either add some such as above, or store outside the bathroom.

NOW..... THIS IS THE FAST PASS!



What is Next?

What is your biggest organizing challenge?

Is it day to day maintenance? Here are a few extra tips:

1. **Checklists**

Make a list of the areas that are most important. Create a checklist and put on the door of the room and check it daily as you leave the room or at a set time each evening.

If you will practice keeping those areas organized and clear for two months, it will become a habit.

2. **Systems**

Put systems in place: something as simple as keeping counters in the bathroom clear by putting everything in the cabinet, folding towels before putting back on the towel bar (not on the floor)

3. **“To Do” Lists**

It is amazing how much more clearly we can think and how much better we feel when our lives are organized...or at least we feel organized.

Organization comes in many different forms and these are different from person to person. For example, some women find that making “To-Do” lists each night helps them prepare for the next day while keeping them organized.

4. **Charts**

Use a dry erase board to create a chart containing everything that needs to be done on various days. These charts may contain anything and everything from soccer games to dentist appointments to when the bathroom needs to be cleaned.

You can use the chart for yourself or as a shore chart and give each member of the family designated chores to be done each week.



These are just a few of the many different ways in which people get organized. The important thing to keep in mind as you search for the right way to get organized is that you focus on narrowing down the source of your stress.

Once you know what it is that causes you to get the most stressed, you can begin to organize that area in your life.

Don't feel as if you have to do this all on your own. The healthiest families are those that help each other. Getting the family involved helps reduce the stress and teaches valuable life lessons.

Reducing your stress level is very important – for everyone in the family. Generally, when parents are less stressed they are more pleasant to be around, enjoy life more and are healthier overall.

Once stress and worry is reduced, you'll be able to focus on what's really important – your family. So, why not get organized and start living life to the fullest?

If you or someone you know could use some gentle assistance – as a professional organizer I am trained and prepared to help find organizing solutions. I would welcome the opportunity to be of service ...and my service is confidential.

You may reach out to me at

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I look forward to hearing from you.



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