



Seven-Step Plan to Organize the House

STEP ONE: Identify the kind of feel you want in your home. It's great to collect images from magazines or on Pinterest. You also might want to list the adjectives you would use to describe what you're working toward. Clean, bright, minimal, open, colorful, cozy?

STEP TWO: List your current projects for the month—and review it weekly. This will help you limit and plan for the various projects that are most important to you right now. A “Project” is a task involving more than one step and that will usually take days to weeks to accomplish.

Current projects should be somewhat balanced between these three areas: yourself (preparing for a half-marathon), your family (organizing the house, planning a birthday party, getting the windshield fixed), work/volunteer activities (completing a PowerPoint presentation, marketing the school fundraiser). Try to keep your list to seven.

1. Organize the House

2.

3.

4.

5.

6.

7.

STEP THREE: List the areas of the home that need to be organized, and then write a number by each one to indicate the order in which you'd like to work on them. Add these to your calendar. It's helpful to break this list down into very specific components: master bedroom, master bathroom, and master closet can all be separate. Include each bathroom, storage area, and main living area of the house. Sometimes it's best to start with the children's rooms so they will have a clean and beautiful place to play while you're working on other areas of the home.

STEP FOUR: Start with the room/area you've ranked as your number one priority. Make a list of each specific step involved in organizing that area. Note by each step if it is something your children can help with (children are great at sorting, organizing small spaces independently, carrying items to other locations within the home, wiping down areas with a damp cloth, etc.). Steps might include removing everything from shelves and cupboards, sorting items into "keep," "give away" and "trash," purchasing needed storage containers, vacuuming corners, wiping everything down, taking items to charity or trash, putting away items to be kept in their new places.

STEP FIVE: Keep this sheet of paper with you while you're organizing each area, and jot down things that need to be done that you'll need to do as a separate project. This includes purchases you need to make for that area, things you need to fix, etc.

THINGS TO BUY

THINGS TO FIX

OTHER TASKS TO COMPLETE

STEP SIX: Using the list from step five, make sure you've identified the "Next Action" associated with each task—and list those tasks below within the appropriate context. For example, if you wrote, "Replace toilet in downstairs restroom," your "Next Action" may be to search online for a good plumber in your area. That would go on the "Computer" list.

AT HOME

COMPUTER

ERRANDS

DISCUSSIONS

PHONE CALLS

OTHER

STEP SEVEN: Go back to step 3 and go through steps 3-6 with the next area you plan to organize.