



# 5 steps to organize any space

1

## clear everything out

take everything out. even the hard things you don't know what to do with.

*remember, it will get messier before it gets organized. give yourself grace on this!*

2

## group like things together

this will help you decide what should/shouldn't go back in your space. you will clearly see if you have too many of one thing, or miscellaneous things to relocate.

3

## make a plan

look at your groups.

*what will go back?*

*what will be donated?*

*what will be thrown away?*

*what will be moved to a new spot?*

decide what supplies you need to accomplish this - containers, baskets, cubbies, shelves? can you reuse something you already have?

*what will work best for your family?*

4

## gather or buy your supplies

make less-expensive options more fun with cute labels!

5

## put things back

store like things together and label containers to help everyone put things back. donate unused items, throw things out, and move the rest to new spaces in your home.

*remember, you will love your organized space and the time it saves more than you like whatever is hard to give away!*