

Let's Get It Done!

Organizing Guide

I know organizing can seem overwhelming let alone where and how to begin. I designed this guide to demystify the process so you can tackle your organizing projects step by step and enjoy a newly organized home.

Choose your project

If you are new to organizing, start small. Something that will take no more than an hour to complete. Suggestions are: sock drawer, medicine cabinet, spice rack, junk drawer, coffee table or desk top. Also, you also want to start with a project that has a low emotional quotient. Not many people get nostalgic over a spice. Although some people do have “lucky” socks.

Empty and clean the space

Totally empty the space. This is a good time to look at expiration dates on medications or food and properly dispose the expired items. Once the space is empty it is time to dust / clean the area.

Sorting

Sorting is the process where like items are placed together. For example, if you are organizing a sock drawer, you would separate your socks according season and or type: athletic, winter, no-shows. You can refine your sort by separating each category by color or fabric. Your goal is to be able to retrieve and return your items with ease and grouping items by color and function aids that process.

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□ Love it, Use it Method

Now that your like items are sorted together, it is time to decide what you will keep. The way I help my clients make these decisions is using what I call the Love it, Use it Method. If you love it or use it, you keep it. If you don't love it, or if it has outlived its usefulness it is time to let it go. Some decisions will be quite easy to make. Going back to the socks example, if there are holes in the socks, it is time to let them go.

One word of caution about loving everything. Space will ultimately determine how many of the same items you can love. If you have 12 wooden spoons, you love all of them but only have space for 6, you have to examine further how many of your spoons can do double duty to weed them out.

Nostalgia and memorabilia are high emotion categories that usually require more thought and time. It is best to leave these items for last as you go about organizing your home.

□ Designate a HOME for each category

Once you have sorted and weeded out your items, it is time to designate a home or location where each category will "live" in your home. The notion of home is key to any organizing project. When every item in your home has a designated spot, you will be able to retrieve and return that item with ease and maintain order. You want to choose a location according to function and importance. Items that are seldom used should not be placed in prime real estate locations. Example, if you rarely use a stand mixer, it is best to move it to a more remote storage area rather than it taking up prime space on your countertop.

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□ Containerize

After you have sorted, edited, and designated a home it is time to assess what containers you will need to keep your space organized. Too often, people chose containers before they have sorted and designated a home. As a result, the containers may not be appropriate or be the best choice. Measuring your space is key to choosing the right size containers. Remember to measure height in addition to length and width. Determine if you need clear or hidden storage solutions as well as how the container needs to function. For example, it is helpful to have a pull-out storage unit for under a sink.

□ Ready to get started?

Here are some helpful things to keep in mind as you start organizing.

- Start Small
- Be Patient
- Be in the right mind set. Make it fun.
- Start with non-emotional areas first
- Not in this alone, engage family members
- It is easier to stay organized than get organized.
- Still stuck? Hire a professional organizer

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“An organized home doesn’t just look good; it feels good!”
Bari Goldstein



I am Bari Goldstein and the founder of Let’s Get It Done! I am professional home organizer who specializes in creating inviting spaces that are aesthetically pleasing and function efficiently. My mission is to make your everyday living easier. The result will be an organized home that looks great and feels great. I am an active member of NAPO (National Association of Productivity and Organizing Professionals and serve as the Vice President of NAPO-NY.

Need the help of a professional organizer? Let’s chat.
Contact me to set up your complimentary consultation.

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