



Welcome to the

WHOLE HOUSE ORGANIZATION CHALLENGE

Thank you for downloading and following along with me during this challenge. If you're tired of wasting time, energy and money on systems that don't work, you're in the right place.

This workbook outlines how I declutter, purge and organize the spaces in my home. This is by no means the only effective method, but it's the one I use and IT WORKS.



Organization is what you do before you do something, So that when you do it, it's not all mixed up.
-A.A. Milne



STEP 1: SPACE TO BE ORGANIZED

STEP 2: LIST ALL THE ITEMS THAT NEED A PLACE IN THIS SPACE

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Picture your dream home—
I bet it's not filled with clutter.
-unknown



Additional Items

7. _____
8. _____
9. _____
10. _____
11. _____
12. _____



STEP 3: FOLLOW THE PROCESS

Empty, Purge, Sort, Scrub, Analyze, Return

- **Empty** the entire area/space
- **Purge** anything that is unusable (i.e., too small clothes, broken appliances), irreparable (broken jewelry), expired (food).
- **Sort** and group items according to type. Toss/donate items you don't plan to use. If the item belongs in another area of the home, place it there.
- **Scrub** the empty space/area
- **Analyze** the space. Decide how to arrange it so that it will be easily for you and others to: 1) **Find** something, 2) **Assess** quickly what needs replacing, and 3) **Return** things easily to their designated place. (An organized space will take you **F.A.R**)
- **Use storage solutions** to group items by type or by owner of its contents. Make sure the solution fits the space (see STEP 4)
- **Return** the items to the cabinet AFTER drawing out a plan. (See STEP 5)
- **Label EVERYTHING**



Purging requires some ruthlessness. If an item has done **NOTHING** for you in the last 12 months toss it!



STEP 4: MEASURE EVERY INCH OF YOUR NOW EMPTY SPACE

Floor to ceiling: _____

Wall to wall: _____

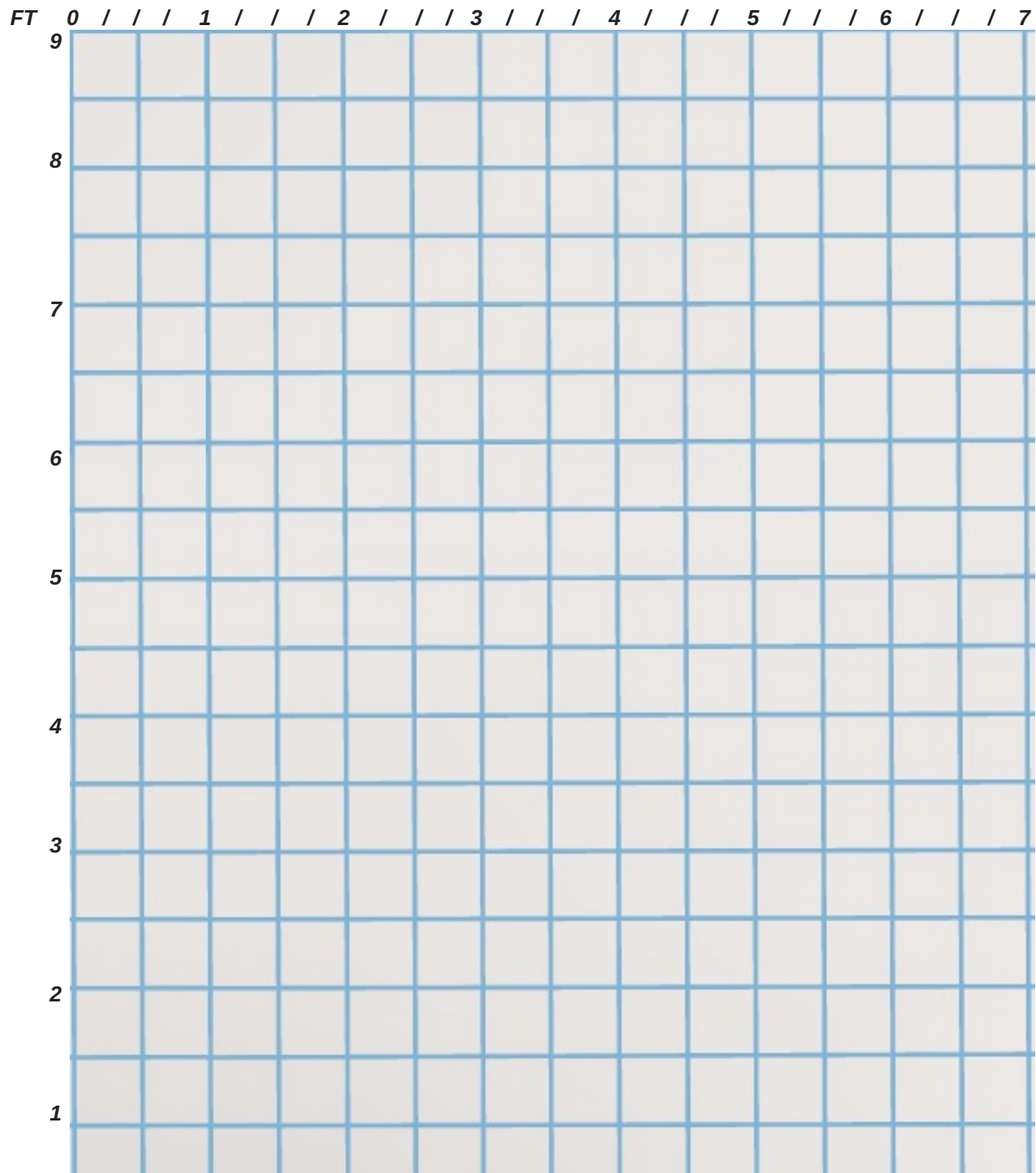
Other: _____

Other: _____

Other: _____

Other: _____

Other: _____



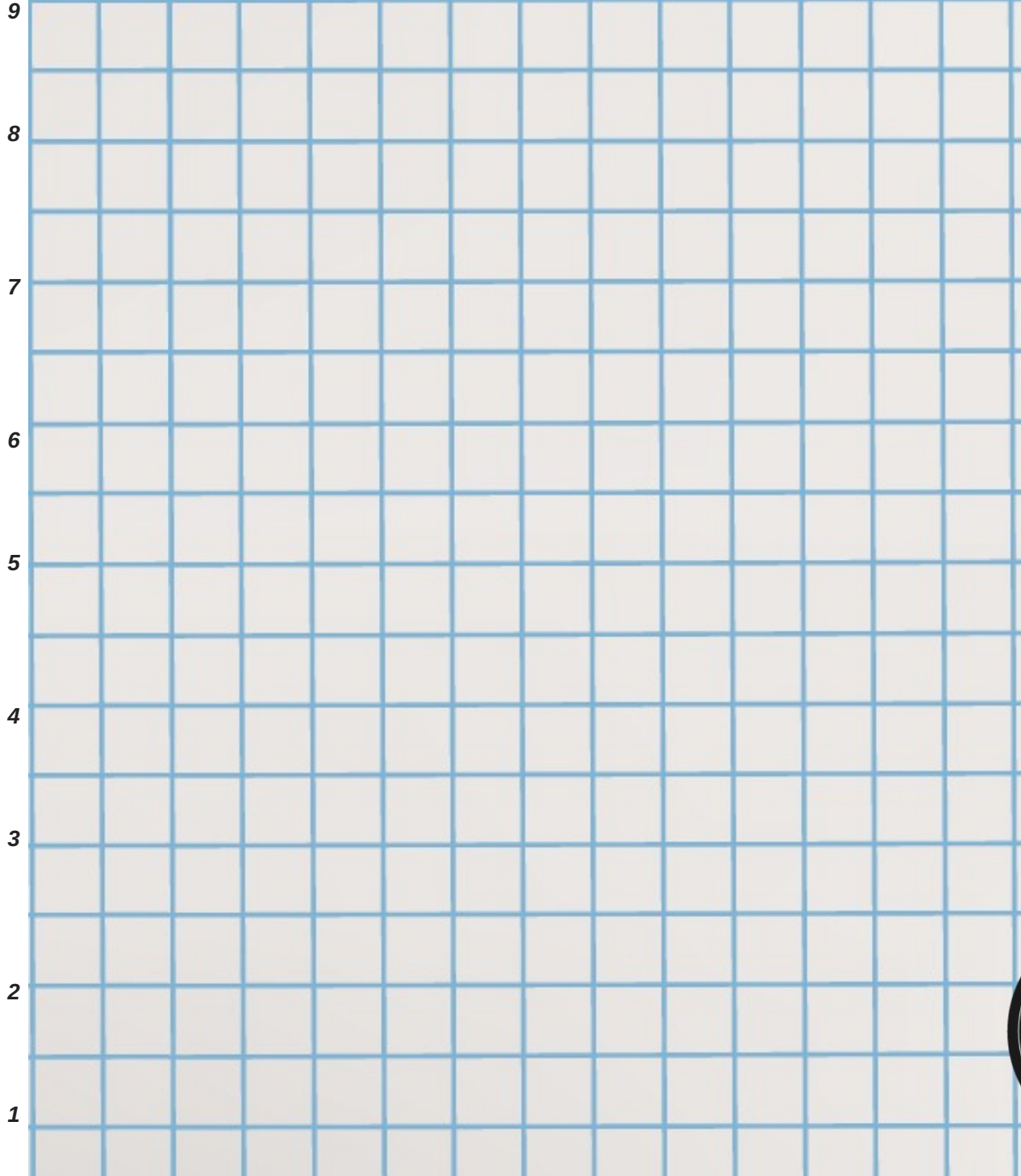
STEP 5: PLACE AN IMAGE OR DRAWING IN THE SPACE PROVIDED THAT SHOWS HOW YOU WANT THE FINISHED SPACE TO LOOK.

BEFORE investing in storage solutions take a look around.

See what you **ALREADY** have.



FT 0 / / / 1 / / / 2 / / / 3 / / / 4 / / / 5 / / / 6 / / / 7



Additional Worksheet

STEP 1: SPACE TO BE ORGANIZED

STEP 2: LIST ALL THE ITEMS THAT NEED A PLACE IN THIS SPACE

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

STEP 3: FOLLOW THE PROCESS

STEP 4: MEASURE EVERY INCH OF YOUR NOW EMPTY SPACE



STEP 5: PLACE AN IMAGE OR DRAWING IN THE SPACE PROVIDED THAT SHOWS HOW YOU WANT THE FINISHED SPACE TO LOOK.