



create space. make time.

**streamlife**

an organizing company



## Tips on how to start organizing...

1. **Choose a small area to organize.** Perhaps a desk drawer, a shelf on a bookcase, or the shoe area of a closet. It will help you achieve results quickly.
2. **Remove all the items from the area.** Empty the drawer, bookshelf or shoes from the closet.
3. **Sort the items.** Use containers you have on hand, such as bankers boxes, laundry baskets or paper shopping bags, to group them into the following categories:
  - a. **Move** – Use a box or basket to capture all the items that belong elsewhere. Don't interrupt your organizing activities to move them to another location while you are sorting. It's an easy way to lose focus and energy.
  - b. **Recycle** – Use a cardboard box to collect recyclables – the whole box can then go into the recycling bin. A large amount of paper will fall into this category. Remember with the internet you can easily access information when you need it, eliminating the need to store it.
  - c. **Give** – Return items belonging to others, or give useful items to charity. Designate a box or bag for each destination and they'll be easy to deliver.
  - d. **Repair** – Ask yourself if the item is worth the time and money required for repair. If it needs to be sent out, put it in a bag ready to go.
  - e. **Toss** – Put these items in an opaque bag so you're not tempted to change your mind once you've made your decision. Once a bag is full, put it by the door to take out to the garbage. Make sure toxic items are disposed of correctly. Store them in a container you can take to your local depot.
  - f. **Keep** – This is the select group of items which belong in the drawer, shelf or closet, items which provide value in your daily life and which you will continue to use.
4. **Give the area a quick clean.** It's always a good use of time to give the area you've emptied a vacuum or wipe down.
5. **Put away your "Keep" items.** Only put back the items that really belong in the drawer, bookshelf or closet. This is the time to consider storage materials (shelving or containers) to maximize space and keep items easy to access.
6. **Feel proud.** Stand back, admire your work and give yourself a pat on the back. You've earned it.
7. **Maintain your momentum.** Take the "Move" box and return items to their appropriate places. You'll start thinking about the next place to organize!