



ORGANIZING FROM A TO Z

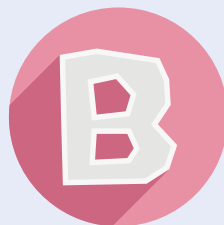
By Adele Blair

howtoorganizemyeverything.com



A IS FOR ACTION

Take action now on what needs to be done.



B IS FOR BOOKS

Downsize by keeping your favorites. Donate the surplus to charity, a local hospital, daycare center, church, school, etc.



C IS FOR CUPBOARDS

A quick project is to organize just one at a time. Pantry, linen, toys, music—don't try to do them all at once.



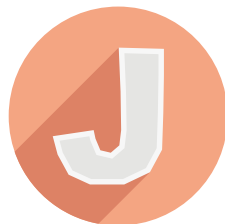
D IS FOR DESK

Can you see yours? Your desk should be clutter free to encourage creative and positive work outcomes.



G IS FOR GARAGE

Is it a dumping ground for items you want to get rid of? Organize your garage so it protects your car, not your junk!



J IS FOR JUNK MAIL

Read it the day you get it, keep the specials and coupons OR opt out using services such as dmachoice.org



M IS FOR MOTIVATION

With any project, you need to keep motivated. Remind yourself of your goals and keep going! You can do it!



E IS FOR ELECTRONICS

Are you a serial collector of electronic gadgets? Decide which you use and which you don't, and be realistic!



H IS FOR HANDBAG

Empty your bag each time you switch bags, that way you know that there will be no nasty surprises when you open it next time.



K IS FOR KEYS

If you can't identify a key, toss it out. If you feel more comfortable, you can smash the "teeth" or bend it with a hammer. Be sure to tag all other keys according to their purpose.



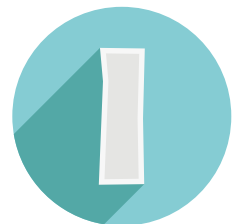
N IS FOR NEAT

The trick is to remember that neat does not always equal organized! Everything looks neat, but is it really organized?



F IS FOR FURNITURE

Think about what you have and how it could be recycled, remodeled or rejuvenated before buying more—get creative!



I IS FOR IDEAS

Take a look through magazines, online or on our website, to source great organizing ideas and inspirations!



L IS FOR LIKE WITH LIKE

Our mantra around here for organizing, always store like items together for easy retrieval.



O IS FOR OFFICE SPACE

Is it clearly defined, or the dining table? Create a space no matter how small. Think about creative space savers.



P IS FOR PAPERWORK

The bane of everyone's existence! Take time to create an action file, a command center or other technique that will help you process paperwork as soon as it comes in.



S IS FOR SPARE ROOM

Is your room really a spare room or a storage room? Does the thought of guests send you into a panic? Tackle the spare room!



V IS FOR VISION

Keep a very clear vision of how you want your space to be and how it should function and feel.



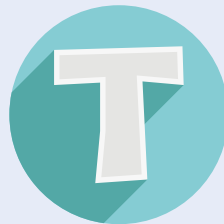
Y IS FOR YOUR HEALTH

Is your lack of organization or clutter affecting your health? For example, allergies, dust mites or your stress level?



Q IS FOR QUIT

Not a word we want to hear. Don't quit on your organizing goals, go back to M for Motivation! You can do it!



T IS FOR TIME

To give yourself enough time to complete an organizing project, make an appointment in your calendar to stay on track—you won't often organize in your spare time!



W IS FOR WARDROBE

Do your clothes pass the smile test? You should be wearing things that fit you now, are current and make you feel good.



Z IS FOR ZIG ZAG

Plan your organizing tasks in order so you aren't zig-zagging around with no clear path or plan. Zig-zagging can zap your time and motivation quickly.



R IS FOR REWARD

At the end of each organizing project, give yourself a reward. Keep projects small and achievable and rewards big!



U IS FOR UNITE

Get your household involved in organizing. Give everyone a task that will help you achieve the goals and reward them too!



X IS FOR XCESS

Excessive amounts of any one item is considered clutter, so purge excess items. Start with any multiples of items you have.