

Introduction To Getting Organized





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INTRODUCTION

Getting organized can be a daunting task. It seems that everyone today is busy. Whether you work full-time, own your own business or you are a stay at home parent, chances are that your schedule is packed. If it feels as though your life is just a long list of obligations, chores and responsibilities and that you never see to be able to get anything accomplished or make time for yourself, getting organized can provide you with relief and a sense of accomplishment.

By developing a system of shortcuts and getting organized it is possible to redefine your goals, become more efficient and have more free time to enjoy the things you love the most.

It is possible to get organized. Even if you have tried in the past and failed, do not let those past failures define your future or your ability to enjoy life to the fullest.

Are you ready to get organized so that you can make the most of your time and enjoy life more?

Let's get started!





CHAPTER 1

The Basics of Getting Organized

One of the biggest hurdles many people encounter in attempting to get organized is determining where to start first. In many cases, trying to decide where to even begin can become such a stumbling block that it prevents any progress from being made at all. If you have been trying to get organized for years, you may feel as though the amount you have to do is simply overwhelming.

Where should you begin? Pile? Stack? Corner? Closet? Room? Bathroom? Kitchen? Garage? Cabinet? Laundry room? The list of potential possibilities can certainly go on and on and considering all of the possibilities can leave you even more overwhelmed than ever. Before you simply throw up your hands in defeat, consider that before you can accomplish anything you will need to have a starting point and a general procedure to follow. Everyone certainly has their own approach, but the following procedure can help you to organize practically anything or any space.

1. Purge
2. Sort
3. Store

It really is that simple. Just three little steps are all it takes to get started. Once you have done that, all that is left is maintaining. Using this process will help you to ensure that you always have a place to begin and then break tasks down into manageable portions.

Purge

The first step in organizing any space, regardless of what it might happen to be, is to begin by paring down what you have. If you are like most people, you probably have too much stuff and therein lies part of the problem. By trashing or recycling items that are no longer useful and donating items that you do not want any longer but are still in good working condition, you will immediately begin to feel a sense of accomplishment.

This part of the organizing process can be difficult, because it does involve letting go of items and making hard decisions. When going through your belongings, ask yourself the following questions if you find yourself getting stuck.

- Do I still use this item?
- Have I ever used this item?
- Does this item still work?
- How often do I use this item?





- Is this item still in style?
- How many of this same item do I own?
- Does this item have any sentimental value to me?
- Is this item something I need to refer to in the future?

Once you have made a decision about an item, the next step is to place it in a corresponding box or bag or pile. Consider the following options:

- Trash-items that are no longer usable
- Recycle-items that are no longer usable but can be recycled
- Donate-items that are in good condition that others can use
- Distribute-items in good condition you can give to people you know
- Keep-items you still use/want

After you have completing the purging stage of the process, you need to actually take items to their final location, such as a local charity or recycling center. This will help to finalize your decision and ensure that items do not simply sit around.

Sorting

Once you have gotten rid of things, the next step is to move your focus to what is left remaining. During this step you will sort through the remainder using a very basic principle. Like items go with like items. This is a great way to see precisely how much of each type of item you have and also help you to determine the best way of storing your belongings.

You may find it helpful to use labeled boxes or bins to help in establishing division for this part of the process. This can help to keep items organized until you are ready to move on to the next step.

Once you have sorted like items so that they are together, it is a good time to consider purchasing organizational products so that you can see exactly what you have and how much you have of each item.





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Storing

The next step of the process is storing all of the items you have sorted. The best approach is to store your items according to convenience and size. You may find it much easier to store items in a completely different location than where they were previously stored. Keep in mind that you should keep items in a location where they can be conveniently accessed.

Maintaining

By creating habits you will find it much easier to keep up with items and ensure that things do not become disorganized again, ruining all of the hard work you have accomplished. It only takes a few minutes a day to make sure that items are put away according to where they belong. Short and simple tasks can help you to stay organized and on top of things.





CHAPTER 2

Organizing your Bedroom

Many people find that it is much better to organize their bedroom before they attempt to organize any other part of the home. The private spaces within a home are often the space that are the most neglected because it is assumed that no one will ever see those spaces. Therefore, the common thought is that it doesn't really matter if they are not neat and organized. The problem with this thought process is that your bedroom should be your retreat and your haven. It should be a place where you can go at the end of a long day to relax and unwind.

Furthermore, your bedroom is also the space you will see when you first wake up each morning. As such, it literally sets the tone for how the rest of your day will proceed. If you open your eyes and all you see are piles of mess and junk, you immediately begin to feel overwhelmed. On the other hand, if you awaken to a peaceful, organized room, you will likely feel much more motivated and rejuvenated and that will carry through the rest of your day.

Decluttering the Bedroom

The first step of organizing your bedroom is to purge or declutter. By removing the clutter from the room you will be able to quickly see what you have to work with. The best way to handle this is to do it quickly. Your first goal should be to remove as much stuff from the room as possible. If you find that you are undecided about a particular item, go ahead and move it out. You can always make a final decision later.

- Start by grabbing items that belong in another room in the home. Go ahead and move them to the appropriate room.
- Carefully look around the room for clutter. Look for items you no longer use, need or want. Move them to a central area to deal with later.
- Dispose of any recycling or trash.
- Do not overlook your dresser drawers and closet. Be ruthless in your approach. If you have not worn an item in six months, remove it.

Cleaning the Bedroom

Now that you have removed all of the clutter from your room, it is time to thoroughly clean it. Start by:

- Wash your bedding and remaking the bed.
- Take all of the dirty laundry to the laundry room. Sort it and wash it until all of the laundry is washed, dried and put away in its appropriate place.
- Remove the drapes and toss them in the dryer to remove dust.





- Wash the windows and the blinds.
- Vacuum. Use the crevice attachment so that you can more easily reach corners and walls. Clear the dust and cobwebs from the ceilings.
- Dust all services, including the footboard, headboard and wall hangings.
- Wash the overhead light fixture and the blades on the ceiling fan.

Maintaining the Bedroom

Now that you have everything decluttered and cleaned, it's time to focus on making sure it stays that way. Maintenance is really not as difficult as you might imagine. The following simple tips can help you to keep your bedroom looking wonderful:

- Establish a rule that no toys are allowed in your room, if you have children. Remember, this is your private space and it should be a sanctuary for you.
- Take the few minutes it takes each morning to make your bed. You will be amazed at how fast it is and how much difference that one little task can make.
- Open the window blinds each morning to let in the sunshine. The sunlight will help your room to feel warm and cozy.
- Wash your bedding at least on a weekly basis.
- If you keep a laundry hamper in your room, make sure it stays under control. Establish a habit of doing one load of laundry per day.
- If you read while in bed, keep a small storage bin handy or use your nightstand drawer to keep books and magazines handy, but out of sight.
- Vacuum and dust at least once per week.





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