

Organizing Your Home

Print off this worksheet for each room you plan to organize. Bring it with you and fill it out as you start thinking about how you would like to have your room organized.

Questions?	Answers
<p>What is the function of this room? (Cooking, entertaining, sleeping, etc. A room may have more than one function, such as bathing and putting on makeup, or entertainment and game playing)</p>	
<p>What type of storage do I currently have in this room? (List everything from closets to furniture such as desks and armoires and all storage boxes)</p>	

<p>What items are stored in this room?</p> <p>(List all that apply. Go through all storage areas and make a list of all the things stored here.)</p>	
<p>Does everything that is stored in this room belong here? Does it fit in with the function of the room?</p> <p>For instance, if my side table top is covered with bills, is this where I write the checks? If my kitchen table is covered with magazines, is this where I read them?</p> <p>Assess what is in this room and if the items need to be relocated, put them in a separate box</p>	<p><u>RELOCATE:</u></p>

<p>Look at what is left. Do all these items really belong in this room? Do I have adequate storage here to meet my needs?</p>	
<p>If storage isn't adequate, what type of additional storage space do I feel is necessary?</p>	
<p>What is my vision for the completely organized room I would like to eventually end up with?</p>	

This is only the first step. In order to begin organizing, you must have an accurate and realistic picture of where you are. Once this is done, read the page "Organizing Your Home" for basic instructions. From there you can move on to the page for the specific room you are working on. This is a long term project and there is no time line. Do not stress out over this. If you follow instructions and do everything one step at a time, trust me, you will eventually find you have and can keep up an organized home.