ROOM BY ROOM · LIVING SPACES

How to Organize the Family Room

A clockwise way to sort the family room without undoing it halfway through.

WHERE TO START

Begin on the left side of the door and work clockwise around the room.

WHAT YOU'LL NEED

- ☐ Four boxes or totes
- ☐ Duster and cloth
- ☐ Vacuum or broom

BEFORE YOU BEGIN

Put the time on your calendar like any other appointment. One room per session is plenty.

The method

1. **Set up four boxes**
   Label them Toss, Donate, Keep and Relocate. Every item goes into one of them, so nothing ends up in a new pile.
2. **Empty it completely**
   Take everything out and set it on a cleared table or counter. You can't organize around things you haven't seen.
3. **Clean before anything goes back**
   Wipe the shelves, drawers and surfaces and sweep the floor while the space is empty.
4. **Group like with like**
   Sort what you're keeping into families. Seeing all of one kind together shows you how much you really have.
5. **Give every family a home**
   What you use most goes closest to hand. Add containers and labels only once you know what stays.
6. **Close the session**
   Take out the trash, put the donations in your car and return every Relocate item to its room before you stop.

In this room

Work clockwise

Empty and sort one area at a time, so the room never falls apart all at once.

Dust after sorting

Once every area is cleared, wipe and dust every surface.

Move the donations out

Put the Donate box straight into your car trunk so it actually leaves.

KEEP IT THAT WAY

Put a date on your calendar to clear the family room out each season.

ONE THING TO REMEMBER

The room everyone uses is the one that needs a plan, not just a pick-up.

YOUR CHECKLIST IS ON THE NEXT PAGE

More tips and photos in the full post: read it here

ROOM BY ROOM · LIVING SPACES · CHECKLIST

The Family Room Checklist

STARTED _____ DONE _____

- [ ] Set up four totes or boxes and label them Toss, Donate, Keep and Relocate.
- [ ] Begin on the left side of the door and work clockwise, emptying and sorting everything.
- [ ] Once each area is cleared and sorted, go through the family room and wipe and dust all the surfaces.
- [ ] Vacuum and/or sweep the floor.
- [ ] Put the things you're keeping in the family room back where they belong.
- [ ] Empty your Toss tote, put your Donate tote in your car trunk and drop it off at your donation center. Rehome everything in the Relocate tote.
- [ ] To keep this area neat and organized, mark your calendar for a date when you'll clear it out each season.

NOTES

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