

5 Simple Steps

TO GO FROM
OVERWHELM TO ORGANIZED

Getting Started is the Hardest Part.

Immediately go from Analysis Paralysis to
the Urge to Purge!

5 Simple Steps to go from Overwhelmed to Organized

It's time to Stop **Making Excuses**. I don't have **Enough Time**. I don't know **Where to Start**, It's **Too Overwhelming**.

No more putting it off until **Tomorrow**, this **Weekend** or **Someday**.
Your Someday Starts Today!!

Here are 5 Ways to Get Started Now!

STEP 1: GET CLEAR

You need to get clear in your mind so you can get clear in your space!

How did you get where you are?

What is stopping you from where you want to go? What stories or excuses are you telling yourself?

What will it look and feel like when you get there.

"If you hear a voice within you say, 'You cannot paint,' then by all means paint and that voice will be silenced." -Vincent Van Gogh

STEP 2: PRIORITIZE 1-3 SMALL AREAS

Start small, think makeup drawer, art bin, night stand, or junk drawer. Quick easy wins will give you the confidence and motivation to tackle bigger projects.

1. _____
2. _____
3. _____

STEP 3: CLEAN AND CATEGORIZE

Remove all items from the space. Make sure you wipe down the area so you are starting with a nice clean surface. Don't you feel better already!

Now Categories Like Items :

- books with books
 - batteries with batteries
 - crayons with crayons
 - brushes with brushes
 - lip gloss with lip gloss
 - face lotion with face lotion
 - pens with pens
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- Seeing all of your like items together in one place allows you to decide if you really need 5 different face lotions or 10 bottles of red nail polish.
 - Take a moment to think if these items are located anywhere else in the house. If so, grab them and invite them to join the purge party.
 - All like items should live together in one place in your home.
 - Most of the time it gets messier before it gets tidier. Hang in there. You've got this!

"Perfection is not attainable, but if we chase perfection we can catch excellence." -Vince Lombardi

STEP 4: SORT

Start with One Category at a time and Sort into the respective areas...

- o Keep
- o Trash
- o Donate
- o Relocate (belongs in another room or location)

Have a Trash Bag on hand for all Trash, a Bin for Donate and a Bin for Relocate.

STEP 5: ASSIGN A HOME

Now that you have identified what you will be keeping Assign a HOME for each Category.

- Based on Size and Space
- Contain, Contain, Contain
- Label
- Keep Frequently Used items Easily Accessible.



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If you know of someone else who is ready to go from Overwhelmed to Organized send this their way.

"We shape our spaces and thereafter they shape us." -Winston Churchill