

How to Organize Practically Anything

01

PLAN

Before doing anything else, think about the category you'll be decluttering and decide on guidelines you want to use to keep, donate, and toss. (Here's an example of guidelines to use for [Kids' Clothes](#).) Then decide where you will take donations and when they will get taken.

02

PREP

Gather garbage bags, boxes, sharpies, paper, tape, and labels. Wear something comfortable and keep snacks and water on hand. Tell Alexa to play something good and set a timer.

03

DECLUTTER

After you take a before picture (don't forget this part!), take everything out of the space you're decluttering (like a shelf or a file drawer). Then take it one pile at a time and sort it by Keep, Donate, Toss, and Sell (if you choose to).

04

ORGANIZE

Once you know what you're keeping, group those items into similar categories. To keep them contained and together, use leftover boxes, baskets, trays, and containers from around the house. Next find a permanent place to put the things you just organized. When you don't know where to put something, ask yourself, "If I was looking for this, where would I go to find it?"

05

UPKEEP

Make a habit of putting items back where they belong. It won't stay organized unless you put a little effort into it.



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bonus questions for decluttering

- 01* Is it something I like or love?
- 02* Is it something I need and use often?
- 03* Have I used it in the last year?
- 04* Could I borrow it instead?
- 05* Is it broken? Will I actually fix it?
- 06* If I went shopping today and saw it in the store, would I buy it?
- 07* Can I digitize it?
- 08* Can it be easily replaced?
- 09* Is it a duplicate or similar to something I already have?
- 10* Is it sentimental?
- 11* Does it hold a memory?
- 12* Can I return it?
- 13* Would someone else be able to use this better than me?

