



How to Organize a Space



1. Decide on one small area to clean out, purge, and organize. Don't think about the entire pantry at one time. Commit, for example, to the top shelf of the pantry. Snap a quick picture before you begin your work. Now clear the entire space and set aside the contents in a designated place close to the area where you are working. Folding tables work great for temporary holding spots while you clear out a space.
2. Wipe out any shelving or surface area, as well as bins or baskets.
3. Touch every item and decide where it needs to be. Trash, recycle, donate, sell, or find another place are the handful of sorting categories that I use. Put these items directly into the receptacle you gathered for them.

4. When you are left with only the items to keep in that spot, work to put them back with like items together. Wipe down each item before it gets put away. Frequently used items or products should be in the front to grab easily. If you're in need of a basket or bin, write it down. When the entire area is organized you can then assess what bins or baskets to buy. Be sure to notate the size you need and where it will go. Oftentimes when I continue organizing through the room, or even my house, I'll find the bin I need.
5. Take an after picture to compare with the before picture and acknowledge your hard work. Be sure any "donate" items are in a bag or box that is clearly marked. You don't want it accidentally being thrown out and you definitely don't want to go through it again because you forgot what was in there. Put it in a safe and out of the way so that other household members do not rummage through it either.

GREAT WORK!!!

This system should help you clear out and organize any space.

Happy organizing!