

THE ORGANIZING FORMULA

Follow this, and you'll be able to organize ANYTHING!



STEP 1: GATHER

To be able to organize your stuff, you must first have it all in one place. This may sound obvious, but it's not as easy as you think. If you are trying to organize all of your pens, for example, you'll soon find yourself in a pickle because you will find them in every room of your house. To make this step simple, define what should be in that room, and gather all those items in that space. If that means having a spot for pens in each room, so be it. If you find something that doesn't belong, move it to its rightful location. Everything should have a home that makes sense. Does it?

STEP 2: SORT

Is everything you need to organize in one place? Good. That means you're ready for some sorting. This is the step in which you create groupings of items that belong together, for example separating pens from pencils, grouping all erasers together, and so on. Try to make your categories just big enough - they shouldn't be too general, but not too specific either. Put **like with like**, so that you can visualize how many of each similar item you own. You can sort by color, size, type - any category that makes sense to YOU. Just be consistent and think it through before you start. Always keep it as simple as possible.



STEP 3: DECLUTTER

Time to make some decisions! Once you are done sorting, you will likely find that you have more things than you need, so you have to decide how much to keep. It's unnecessary to spend time organizing things you have don't want, don't need, or don't use, so ask yourself if the item you hold in your hand is really worth the effort. Don't need it? See if someone else does. Don't want it? Donate it. Don't like it? It shouldn't be in your home to begin with. Have multiples? Ask yourself why. There are a million reasons why we hold onto things, but declutter to the best of your abilities, and you'll feel much lighter. This may take more than one try, and that's ok. Decluttering your life is an ongoing process.



STEP 4: ORGANIZE

Organizing is really the appropriate name for this entire process, but in this instance, organizing means 1) finding a logical home for your items, 2) placing them there and 3) labeling those homes so you remember them. Think of it as "putting it all together." You want to start by considering where your item naturally belongs. Where do you use it? That's where it should be (taking into account your habits, your personality, and your preferences) etc. Next, place the items there (use containers or storage systems as needed) and then label that home so others can find it as well. Your organizing system should be easy to understand and OBVIOUS to anyone who visits your home.

STEP 5: EVALUATE

Give your new system a trial run. What worked? What didn't work? What did you like? What didn't you like? You need solid answers, so be sure to try the system out for at least two-three weeks before you evaluate it. It may take some time to get used to it. If you find yourself not liking what you did, it's most likely because you created a system that corresponds to your ideal life rather than the status quo, i.e. your life as you live it now. Perhaps you were trying to change a habit? That's hard. Ask yourself if you need to CHANGE your habits or organize AROUND your habits.



STEP 6: ADJUST

We don't always make the right decision the first time 'round, and that's OK. That's why this last step is here. Organizing is a journey, not a destination, which means you need to check back every now and then to ensure that your system is still working for you the way you need it to work. As life happens, you will find yourself with different needs and wants and that's completely natural. New mom? You will need to store diapers, wipes, and bibs. 5 years later? Not so much. Your storage system will change as you change, so try to foresee what you may need in the future as well. The best storage systems are modular and adjustable to ensure maximum efficiency.

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