## Organizing

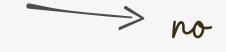
in harmony

How do I feel here?

What do I want this space to represent?

What is the last time I used this (object) and/or will I use it soon again?

Can I imagine my life without it?



Now go ahead & make mess to de-stress

- Categorize (by priority, function, size, purpose)
- Organize (wash/iron, hang/fold)
  - Find a designated spot for it



How frequently you use it can help you decide how accessible you want it to be

## Whatta relief!

- Donate
- Transfer (digital files)
- Sell
- Reuse
- Throw away, its ok!

## SCHEDULE ORGANIZING

according to your personality type, job, kids, hobbies...

DAILY - the most important - your thoughts

WEEKLY - phone, desk, drawer, bathroom cabinets, shelf, laundry room

MONTHLY - car, toys, pet toys, garage, board

games, tech - cupboard

SEASONALLY - wardrobe, shoes, garden shed,

books, pantry, decoration

And breath ....

For every minute spent organizing, an hour is earned! Benjamin Franklin