

# 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?

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Can I imagine my life without it?

*yes*



*no*

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

Whatta relief!

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



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

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## 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*

