

# STEP 5: *Organize*

You've made it to the last step! Now that your categories have been nicely contained, you're ready to set up your space. By organizing you are arranging into a structured whole, bringing each individual item and category together to create a functional system.

## **WHY?**

You want to arrange everything in a systemized way because it makes your day-to-day tasks simpler. The way you choose to arrange everything is completely up to you, but you want to make sure you're maximizing the space you have.

## **TIPS:**

1. Check out Pinterest for ideas on how others have organized a similar space.
2. Store items where you'll use them. Don't place a category in the living room, if you use those items in the bedroom. It may never make it back to its home.
3. Don't place bins too closely together if you can help it. Give your categories room to breathe and enough space to make it comfortable and less of a hassle to grab what's needed quickly.
4. Consider other family members. If you have categories that will need to be accessed by children, think of how placement will affect them. Make sure the "home" makes sense for everyone who will use it.

## **ACTION:**

Begin thinking about the new habits you will need to adopt to be able to maintain your newly organized space. To maintain anything, you must have discipline. It's not always about what we want or feel like doing, but what needs to be done in order to continue having the positive outcomes we desire.

If you're used to letting paper pile up, there's an area for improvement. Dedicate one day a week at a set time to sort through mail and other paper that piles up throughout the week. If the sink is always overflowing with dishes, make it a habit to load the dishwasher every night before bed. Maintenance must be incorporated into your daily routine and viewed just as important as anything else on your to-do list. Once you've adjusted and have found the frequency that works for your lifestyle, it's like clockwork from there.