

STEP 4: *Contain*

You should now be left with categories that have been properly decluttered. What you have in each category should only be those items you've selected that you love, need, will use, and have space for. The next step is to contain these categories. To contain means to set limits or boundaries to or to have within a particular area.

WHY?

1. Containing your categories creates a home for those particular items. The basket or bin that you place those items into becomes their home and creates a system for locating and putting those items back.
2. Containing keeps categories from mixing, reducing the likelihood that you will misplace an item.
3. Containing makes transporting items easier.

Have you ever moved and your process of packing/unpacking was a nightmare because there was stuff everywhere with no organization? So many loose items with no system place. This step of containing not only creates a functional system where you currently reside. It also makes relocating from one home to the next or even from one room to the next in the same home much easier. The time-consuming tasks of packing and unpacking during a move would drastically be simplified because the sorting and organizing is already done!

TIP:

Not every single item will need to be bound to a basket or bin. The "home" for some items may be in a drawer, cabinet, or on a shelf or table without the need for a container. For example, items like a stapler or tape dispenser you may appropriately choose to set upon a desk or in a drawer. But do try to contain as much as you can and those items which would make sense to confine to a container. You may also want to label the containers. It's visually appealing and further helps with identifying what you need.

ACTION:

Take a look around your home for any spare baskets or bins that you could repurpose as homes to contain your categories. If you're into the pretty matching bins to create a uniform look, start by taking inventory of how many categories you have and get the measurements of the area you'll be setting these containers in. With this necessary information, your shopping trip for organizing products will be much more productive. If you're not sure of the look you're going for or what types of products you'll need, get some ideas and inspiration from Pinterest. Pinterest never disappoints!