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8 Home Organization Tips

1. **Start with a plan.** Make a list of projects you want to complete during the year and prioritize them. Pace yourself so you do not feel overwhelmed.
2. **Take three simple steps.** Every organization project starts with three basic steps: purge the items you no longer want or need, analyze what's left to determine how you use it and measure the space you have to figure out what will fit where. When you're organizing, use a three-box system: keep, discard, and don't know. When you're finished, seal the don't know box and put it away. If you haven't opened it in a year, you don't really need whatever is in there. Throw it away without looking inside.
3. **Clean out the closets.** Get everyone in your household involved by competing for the "cleanest closet" award. When organizing a closet, frequency of use is an important consideration. Things you reach for at least once a week should be stored at height between your shoulders and your knees.
4. **De-Clutter the kitchen.** The kitchen is often a catch-all for clutter. Review what's on your counters and move small appliances and cookware you use most often to easy-to-reach cabinets.
5. **Tidy up the bathrooms.** Clean out all the drawers and cabinets by tossing out expired products and items you haven't used in at least a year. Then sort your products in a drawer organizer.
6. **Make laundry day a breeze.** Keep a plastic shoe box in the laundry room to store items you find such as lipstick, buttons and money. Set up a three-basket hamper system in your closet or bathroom so you can sort your clothes the moment you take them off, making laundry day that much easier.
7. **Organize your home office.** Customizable closet systems aren't just for bedroom closets. Lightweight storage bins are great for files you use often and come in decorative canvas, metal, wood, and plastic styles.
8. **Don't forget the basement and garage.** Oil drips, grass clippings and tracked in mud make basements and garages a challenge to keep clean and organized. The best way to organize these areas is to create "zones" and keep the tools and products you need in their respective zones, such as lawn care (mower, tools, potting soil), auto care (antifreeze, oil, car wax), sports equipment/toys, and general hardware/tools.

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