

GET THE MAIL OUT OF THE OVEN

Reasons for my disorganization

Clutter is a result of _____
_____.

Getting Started

1. Start out Small
2. Avoid Extremes
3. Be realistic
4. Think long term
5. Reward yourself

Sort and Purge

1. Four containers: Toss, Recycle, Donate, Keep
2. Set a timer
3. Get into decision-making mode

Important documents

- Birth/Death certificates
- Marriage/Divorce certificates
- Visas/Passports
- Titles to vehicles/Property deeds
- Investments/Stocks/Bonds
- Healthcare directive

Photos

- Delete unwanted photos
- Backup/store in cloud
- Create effective file folder structure
- Last will and testament

Electronic Organization

- Equipment
- Hard drives
- Cell Phones
- Security – Backups, Passwords

Set yourself up for SUCCESS!

1. Choose a project that will be fun, easy, meaningful or a relief to get done
2. Prioritize your project by allotting time on your calendar for it
3. Be a decision maker
4. Be well-hydrated and well-fed
5. Minimize distractions
6. Reward yourself!

5-step process of organizing any space

1. Define the **PURPOSE** of a space, area, room
2. **SORT** and **PURGE** all contents in the area you're organizing
3. **ASSIGN** items to new homes
4. **LABEL** containers/shelves/drawers/cabinets
5. **MAINTAIN** the newly organized area

Clothing/Coat/Linen closets

- Purge all clothing, trying on items if necessary.
- Reorganize your hanging clothing by type (slacks, skirts, blouses, t-shirts).
- Donate anything you're hoping to fit into someday.
- Toss stray socks.
- Shoes – Donate those you no longer wear.
- Set aside items that need to be repaired (zippers, buttons, etc.).
- Jewelry/Scarves/Belts/Accessories – Donate those items you no longer need, want or use.
- Towels/Pillows/Blankets/Sheets – Be realistic in what you keep.

Photos

- Delete unwanted photos on all devices, including phone.
- Store in cloud, filing chronologically or by topic (event, holiday, travel, family).
- Make an online photobook for you or others as a gift.

Household Tasks

- Create a video inventory of household possessions and store in the cloud.
- Touch up painting throughout your home.
- Replace burned out lightbulbs.
- Replace batteries in smoke alarms/CO2 alarms.
- Place a flashlight in each bedroom, the kitchen, garage.
- Purge bathroom drawers and cabinets.
- Purge all games/puzzles.
- Sort/Purge/Organize items related to hobbies.
- Clean the outside entrance to your home (scrub door, clean off cobwebs, wash window).
- Dust ceiling fans and adjust ceiling fan direction: Spring/Summer - Counter clockwise; Fall/Winter - Clockwise.
- Clean out your garage/storage areas.
- Detail your car(s).
- Store your car registration and proof of insurance in a brightly colored envelope in glove box, making it easy to spot when needed.
- Clean gutters and downspouts.
- Replace your furnace filter.
- Machine wash your shower curtain liner.
- Wash windows, vacuum screens and wash window tracks.
- Dust/wipe off all vents and heat registers.

Kitchen Tasks

- Purge all kitchen cabinets, keeping only what you use.
- Match up lids with storage containers; donate the extras.
- Update your recipe binder/file box.
- Sort and purge spatulas, gadgets, utensils.

- Oil wooden cutting boards.
- Season/oil cast iron skillets.
- Wipe down all appliances such as toaster, coffee maker, tea pot, Crock-Pot, Insta Pot, blender, mixer, refrigerator, stove, microwave, dishwasher.
- Scrub the kitchen garbage can.
- Empty cabinet underneath sink, clean and purge.
- Wash rubber seal of refrigerator and freezer door.
- Toss any science experiments in the refrigerator and old items from freezer.
- Wipe out the frig shelves/drawers/door shelves.
- Clean the pull-out floor guard of the refrigerator and/or vacuum coils behind or underneath the frig.
- Remove and clean the filter in the bottom of your dishwasher.
- Remove and clean the filter in your microwave.
- Sort and purge your pantry, checking expiration dates.
- Purge towels/washcloths/aprons, keeping only what you use.

Electronics

- Personal devices: Purge/Organize files and programs. Password protect each device.
- Backup all devices onto external hard drive or to the cloud.
- Remove apps and programs that are not being used.
- Passwords – Create highly secure passwords, properly storing them.
- Sort through all charger cords, keeping only what you need.
- Clean off hard drive of old computers/unused phones and plan to donate these items.

Finances and Important Documents

- Go paperless as much as possible. Use a scan app like TurboScan.
- Taxes – Check with your accountant, but most recommend saving 3-5 years of tax returns, along with supporting documents. Store in a fire-proof safe or scan and store electronically.
- Create a Will.
- Fill out a Healthcare Directive. Keep a copy at home, with a loved one and your doctor's office.
- Store important documents in the cloud (taxes, investments, wills, healthcare directives, medical records).
- Set up an appointment with your insurance agent to review ALL policies (Auto, Disability, Homeowners, Liability, Life, etc.).
- Create a budget, listing all income and expenses.
- Get honest with your debt. Write it down.
- Take a personal budgeting class like Financial Peace University.
- Purchase fillable .pdf of ***In Case of Emergency, Break Glass***, by Mary C. Kelly. Begin working on this document with a goal of completion in ninety days.