PROCESS STEPS:

Plan of attack:
Plan your project before you start.

Remove items:
Empty the space completely so you can start from a clean slate.

Organize into piles:
One each to donate/toss/sell/keep/relocate.
Sort like with like.

Containerize:
Containers and other storage solutions establish limits and boundaries; they designate a space for items being kept.

Evaluate your plan:
How is your system working for you? What needs to be modified?
A good system should be easy to maintain.

Solve and simplify any remaining issues:
Address anything that isn’t working for you and revise accordingly.

Smile, relax and enjoy your hard work!

ORGJUNKIE.COM