

Staging Areas

Keep

Find a permanent home for all the things you want to keep right away if it's going to stay in the room. For example, if you're working on your closet, choose where shoes will live permanently and then put the shoes you're going to keep there as you're sorting.

Relocate

These are things you're going to keep, but they won't have a permanent home in the room you're working on. It can be tempting to take it to the right room as soon as you put your hands on the item. Resist this urge! Consolidate trips to other rooms by putting items in this pile.

Trash/Recycle

You can choose to keep your trash and recycling items together and separate them out later, or you can have one place for each of these categories. If I know I'm going to be dealing with a lot of cardboard or paper, I will have a bag or a box specifically for recycling.

Donate

For items you don't want to keep, consider donating it to your local St. Vincent de Paul or a family in need that you can visit directly.

Sell

Do not underestimate the money to be made from garage sales and Craigslist! You can get good money for used items!

Return

Make a pile of things that belong to friends/family that you need to return. I have a permanent place in my house for this category.

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Tips For Success

Take a Before Picture

Take a picture on your phone or your digital camera. You may feel embarrassed now, but you'll be so proud of the work you've done, you'll want to share your progress with others! You will regret not doing this!

Drink Water

Have some water available preferably in a water bottle, so you don't risk knocking over a glass while you're working and creating more of a mess! Some of you might be tempted to live off coffee, and Diet Coke...don't do it! You're running a marathon here, and your body needs good old fashioned water. Don't let a dehydration headache steal your mojo.

Choose Some Tunes

Load up some inspirational music whether that's worship music, Gregorian chant or Taylor Swift. Pick something that will energize you!

Take Notes

Keep your Getting It Done worksheet handy with a pen so you can take notes while you're working! Here you will write down notes about what containers you need to store things more effectively. I also take notes of things I need to reorder and on what schedule (i.e., toilet paper once per month, fire alarm batteries once per year, etc.) These notes are going to help you run your home smoothly in the future!

Set A Timer

If you're anything like me, you get so excited about something that you want to dive in and not come up for air until it's finished! Unfortunately, that's rarely a good strategy for our bodies or our attention span. I suggest you set a timer for 50 minutes. Be focused for that time and then take a 10-minute break. Go outside or grab a healthy snack. Switch gears, so your brain gets a break. Then dive back in!

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Simplify

Faith Test Questions

1. Does this item help me love the Lord?
2. Does this item help me love myself as God created me?
3. Does using this item help me love my family?
4. Does using this item help me love people in my community?
5. Does the beauty of this item draw me and others closer to God?

Life Test Questions

Do you love it? Do you need it? Do you want it?

Do you have room to store it?

Has this item been used in the last year?

Does this belong to your fantasy self?

Can someone else make better use of it?

If you were out shopping today, would you purchase this item?

Does this item have sentimental value?

Is this a stand-in for a memory?

Do you have/need more than one of this item?

Will something similar that you have get the job done?

Is it broken? Are you actually going to fix it? If so, when?

Does this item fit you, your home, and your current lifestyle?

Do you have a realistic plan to use this in the near future?

Is this the best room for it?

How long do you need to keep it? When can you get rid of it?

Can you borrow or purchase another one if needed?

Can you return it?

Can it be digitized?

Would you rather have the space that this takes up?

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Simplify

Room:

Date:

Storage Solutions Needed

To Be Replaced or Fixed

Tasks To Be Scheduled

Items Relocated

General Notes

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Clothes

Date:



Tips Before You Begin

- Be prepared to try everything on.
- Remind yourself why you're doing this. Close your eyes and envision what a clean and clear closet looks like and how easy it is to keep your clothing organized.
- Consider enlisting the help of a friend to keep you strong!

Clothing Questions

Is it smell, stained or in disrepair? Am I really going to fix that?

Does this style of clothing match the image I want to project?

Do I actually wear it? Am I comfortable when I wear it?

Is it a great statement piece that I rarely take out?

Does it fit?

Would I buy it again right now?

Storage Solutions Needed

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Shoes



Date:

Tips Before You Begin

- Be prepared to try all your shoes on.
- Lay them all out on the floor or on your bed so you can see them all.

Shoe Questions

Do they fit?

Do they need to be repaired?

Do I have more than one shoe for the same purpose (i.e. three tennis shoes)

When is the last time I wore these shoes?

Do you really need shoes in this many colors?

Do these shoes give me blisters?

Are these shoes uncomfortable?

Are they still in style?

Could you give them to someone in need?

Are you setting a good example for your children?

Storage Solutions Needed

To Be Replaced or Fixed

Tasks To Be Scheduled

Items Relocated

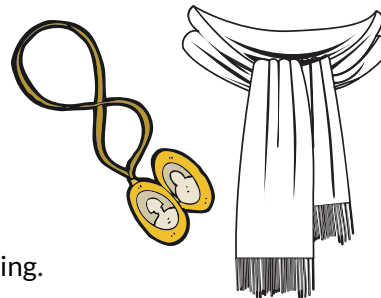
General Notes

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Accessories

Date:



Tips Before You Begin

- Be prepared to try each item on. Yes, I mean it!
- Lay them all out on the counter or bed so you can see everything.

Accessories Questions

Do I wear it?

Does it match the clothes I wear?

Am I keeping it for sentimental reasons (read the Sentimental Chapter)

Is it broken, stained, or rusted?

How many belts, scarves, gloves, hats etc. do I really need?

Can I sell this and buy something I would enjoy more?

Can someone in need use this?

Can I give this to a friend or family member?

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Kid Bedrooms

Date:

Tips Before You Begin

- Involve the kids who are 3 or older
- Set a timer and take breaks
- Put music on and make it fun!
- Decide on a reward for a job well done!
- Remember your goal to create a peaceful and beautiful atmosphere.



Kid Bedroom Questions

Do you use this?

Do you think we could give this to another child who has no toys?

Does this fit you?

Which do you like more X or Y?

Is this broken? Can we throw this away?

Would you like to mail that artwork to grandma?

Would you like to sell this at a garage sale?

Where should this live?

Storage Solutions Needed

To Be Replaced or Fixed

Tasks To Be Scheduled

Items Relocated

General Notes

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Bathrooms

Date:



Tips Before You Begin

- Print off some accessories worksheets if you need them.
- Decide if you're going to do all bathrooms in one day.
- Involve other bathroom users.
- Layout all hair accessories and makeup on the counter.
- Group like-items together. Organization is key in bathrooms!

Bathroom Questions

Do you have duplicate (or old) hygiene items (i.e. lotion, shampoo, tooth paste etc.)

What makeup do you actually use?

Do you use all your styling tools (brushes, flat iron, curler, razors, etc.)?

Where should towels go? Can you get rid of some?

Is any medicine expired?

Where do cleaning products go? Do you have duplicates or old ones?

Do you need to keep those travel sized bottles?

How can you keep the counters mostly clear?

Storage Solutions Needed

To Be Replaced or Fixed

Tasks To Be Scheduled

Items Relocated

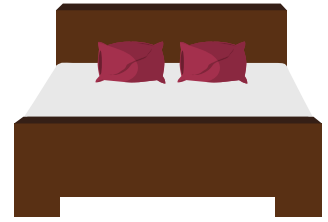
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Master Bedroom

Date:



Tips Before You Begin

- Involve your spouse.
- Decide the room's purpose.
- Remember your goal to create a peaceful and beautiful atmosphere.

Master Bedroom

Do you have a theme or a color scheme to the room?

Do you like the art on the walls? If not, get rid of it. Blank walls are better than busy ones.

How many blankets/sheets do you have?

Where can you maximize storage?

What are you keeping on the night stand?

Where do books go?

Where do you throw your clothes at the end of the night?

What piles tend to appear in your room? Where can they go instead?

Can you get rid of the TV?

Storage Solutions Needed

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Kitchen Part One

Date:



Things You Can Probably Get Rid Of

- Stand mixer
- Knife sets
- Wok
- Bamboo steamers
- Excessive plates, glasses, and bowls
- Multiple sizes of wine glasses
- Machines for one purpose (ice cream maker, bread machine, rice cooker, pasta maker, toasted sandwich press, toaster, espresso machine, griddle, a juicer, etc.)
- Specialty baking pans (i.e doughnut pans, paella pans, ramekins, animal shaped cake tins, springform cake tin, heart shaped tart tin etc.)
- Oven mitts
- Electric carving knife
- Kitchen blowtorch
- Stretch Goal: Microwave!

Storage Solutions Needed

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Kitchen Part Two

Date:

Other Areas To Clear Out

- Refrigerator
- Freezer
- Junk Drawer
- Items Under Kitchen Sink
- Cookbooks/Recipes
- Pantry



Kitchen Questions

What is this item used for?

How often do we use it?

Can we use something else to perform the same function?

Does this provide a great value to my life on a daily or weekly basis?

Am I keeping this out of obligation or expectation?

Am I saving this just in case?

Storage Solutions Needed

To Be Replaced or Fixed

Tasks To Be Scheduled

Items Relocated

General Notes

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Garage



Date:

Tips Before You Begin

Decide whose domain the garage is.

Decide what the purpose of the garage is (i.e. park cars, gym, woodworking space, storage, tool storage etc.)

Schedule a time for garage organization and labeling in the future

Group like items together (frequently used, items used together, bulkier items, rarely used, tools and bicycles.)

Garage Questions

How long have those boxes been untouched?

Do I even know what's in there without looking?

Did I actually put up those decorations last year?

Are there tools I really don't use?

Could I get rid of tools and easily borrow them from a neighbor?

What are all these chemicals, cleaners, and paints for?

Am I still into this hobby?

Storage Solutions Needed

To Be Replaced or Fixed

Tasks To Be Scheduled

Items Relocated

General Notes

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Office

Date:



Tips Before You Begin

Consult everyone involved.

Keep the goal of going paperless in mind.

Decide if you can get rid of any drawers, shelves, or storage spaces.

Office Questions

Can I get cordless versions of any of these?

Do you really need a landline?

Can you get rid of machines by purchasing a scan/fax/print in one machine?

Could you digitize this and file it online?

Do you have multiples of this office supply and do you need them all?

Can you use a paperless version (Google drive, an app on your phone, paperless billing etc.?)

Storage Solutions Needed

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Living Room

Date:



Tips Before You Begin

- Consult everyone involved.
- Take everything out so you can see it all (blankets, books, toys, pillows etc.)

Living Room Questions

- Where do you want guests to sit? Will they have drinks in this space?
- If this room ends up being a dumping ground for things like backpacks, where should those go instead?
- Is it okay to play music in this space without bothering others?
- Do you need some more shelves or baskets?
- Where do blankets go?
- Do you love the artwork on the walls?
- Do you care how the bookcases are organized?
- Where do you want all the gaming systems and games?
- Can you utilize the space under the couch?
- What is your firewood system?

Storage Solutions Needed

To Be Replaced or Fixed

Tasks To Be Scheduled

Items Relocated

General Notes
