



Clear & Organized

**Part 1:
Six Simple Steps
to Get Organized**

How do you feel
about getting
organized?



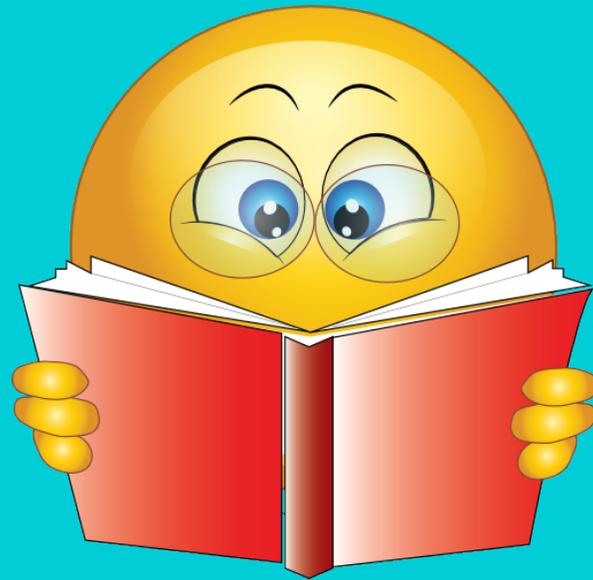
Love it?



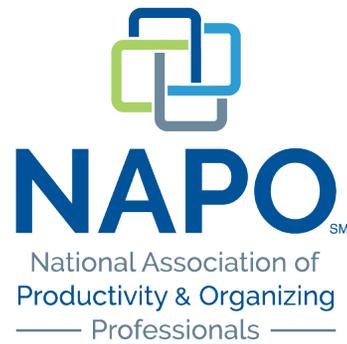
Not so sure?



Want to learn more?



About Me







CREATE  ORDER

CARY PRINCE
ORGANIZING



Anyone can learn!

- Simple concepts
- Highly transferable skill



Who?

Professional Organizer:
Clients

Loved Ones?

You first!





What?

Physical Spaces

Digital Spaces

Tasks

Time



When?

No time like now!

Pandemic & at home

Working from home

Bite-sized chunks



Where?

Where you want it most
Where you need it most
Where you'll enjoy it most





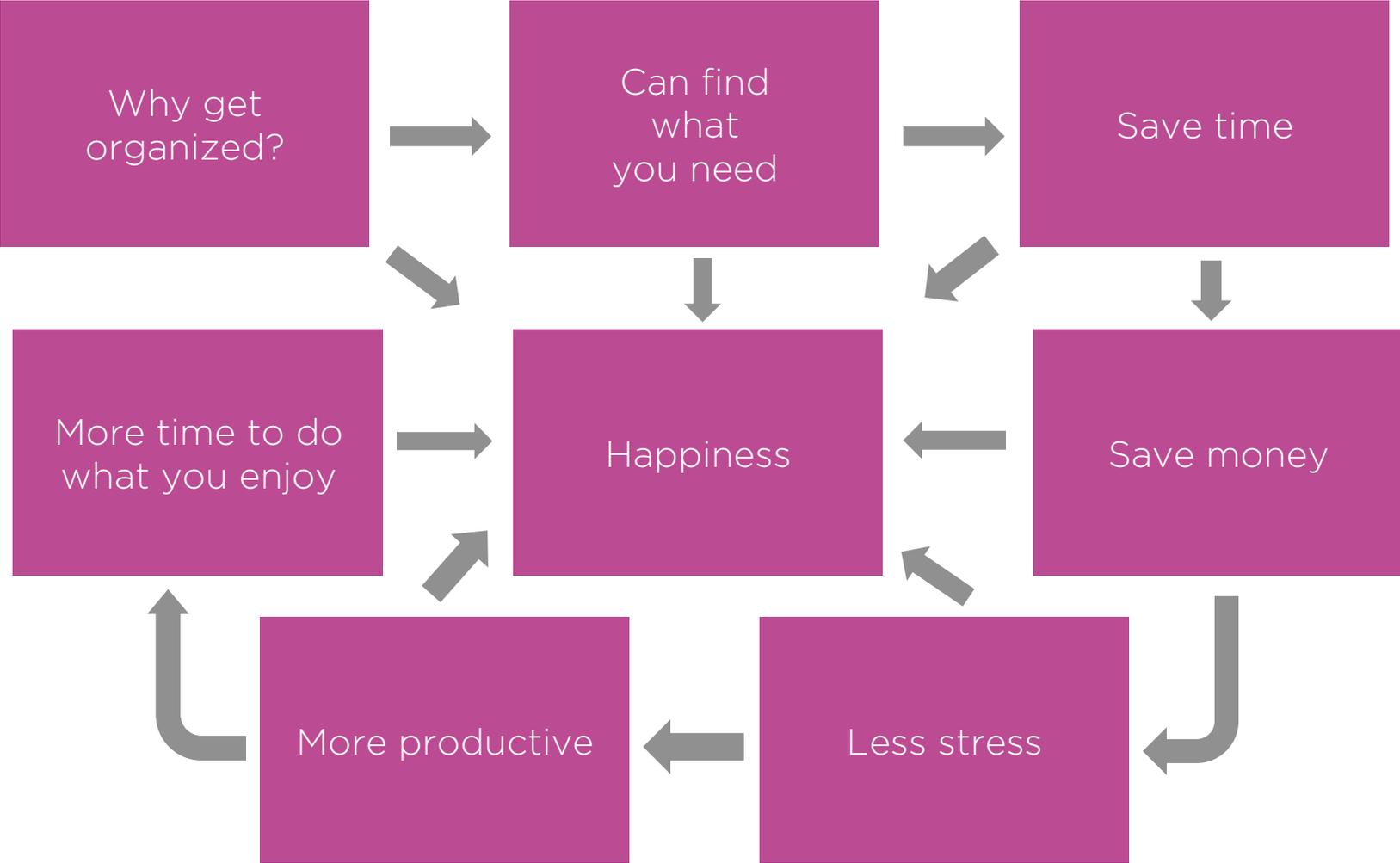
Why?

Everyone's doing it!

One thing you can control

Experience immediate results



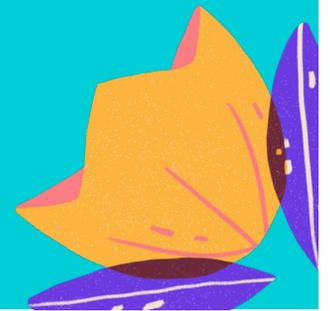




Why?

Function:

- Find what you need, when you need it
- More efficiency
- Greater productivity



How?

Form:

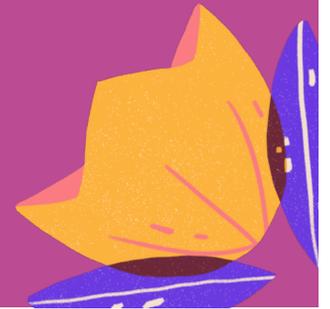
- Beautify
- Decrease visual noise
- Visual practice: use your eyes (“-ize”)





Six Simple Steps to Get Organized

Step 1: Visualize & Strategize



Step 1: Visualize & Strategize

- What's your vision for this space?
- Identify your goals
- Outline steps to get there





Without goals, and plans to reach them,
you are like a ship that has set sail with no
destination.

— Fitzhugh Dodson

Step 2: Sort & Categorize





Step 2: Sort & Categorize

- Take everything out!

Step 2: Sort & Categorize



toss



recycle • donate • sell



keep

Step 2: Sort & Categorize

- Toss / Recycle: remove immediately!
- Donate / Give: queue up to leave space
- Keep: create sub-categories
 - Place like with like
 - To be repaired
 - Another room





Have nothing in your houses
that you do not know
to be useful
or believe to be beautiful.

— William Morris

Step 3: Declutter & Downsize



Step 3: Declutter & Downsize

Review “keep” category & edit items:

- No longer use
- No longer need
- Have too many

Roadblocks

- Gifts
- Memorabilia

Keep your vision in mind!





The more you have, the
more you are occupied.
The less you have, the
more free you are.

— Mother Teresa



Step 4: Create a Home & Localize



Step 4: Create a Home & Localize

Find a home for everything

- Where are you going to use it?
- Where will you think to find it?
- Who is going to use it?

Step 4: Create a Home & Localize

Create zones based on frequency of use

- Need it often?
- Need it for backup?
- Need it for posterity?



A place for
everything,
everything
in its place.

— Benjamin Franklin



Step 5: Containerize



Step 5: Containerize

Type of containers: closed or open?



Step 5: Containerize

Style of containers: clear or opaque?



Step 5: Containerize

Style of bin: plastic, wood, rattan or canvas?



Step 5: Containerize

Style of canister: glass, plastic or metal?



Step 5: Containerize

Style of drawer organizer: plastic, bamboo or metal?



Step 5: Containerize

Size of containers

- What will it contain?
- Where is it going to be used or placed?



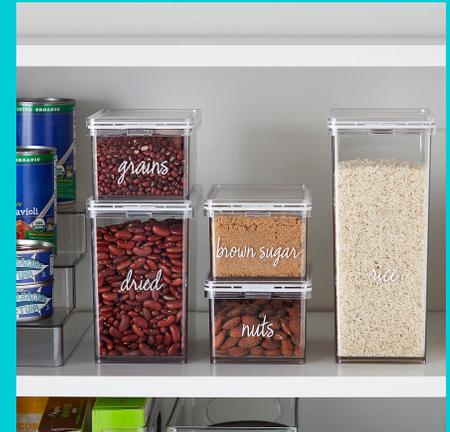
Step 5: Containerize

Quantity of containers

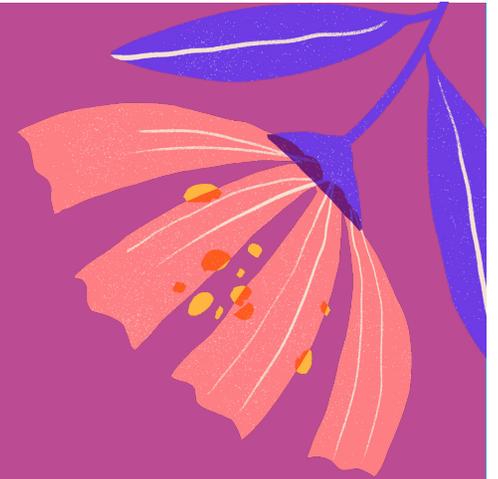


Step 5: Containerize

Label everything!



Step 6: Maintain & Systematize





Step 6: Maintain & Systematize

- Create schedule for regular maintenance
- Give time to review
- Curate regularly
- Cease over-acquiring

Step 6: Maintain & Systematize

Develop good habits

- Put things back where they belong
- Follow an in/out rule
- Teach others in household about system





Step 6: Maintain & Systematize

Establish simple routines

- Make bed every morning
- Put dishes away after every meal
- Clear decks at end of day

Simplicity is making the journey of this life
with just baggage enough.
— Charles Dudley Warner



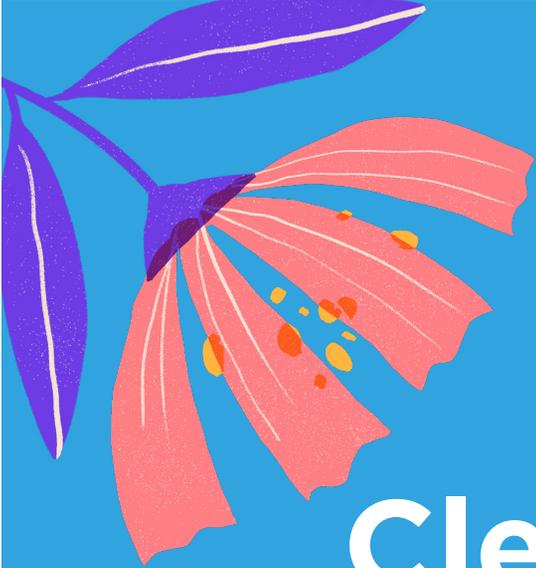


Six Simple Steps to Get Organized

1. Visualize & Strategize
 2. Sort & Categorize
 3. Declutter & Downsize
 4. Create a Home & Localize
 5. Containerize
 6. Maintain & Systematize
- 



Thank You!



Next Week:

Clear & Organized

**Part 2:
Tips & Tricks
to Organize Any Space**





Send me your questions!
Work with me virtually!

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caryprinceorganizing.com



Get my free guide:

“Top 10 Tips to Live a
More Organized Life”

