

## Rules for Staying Organized

**When you bring something into the house, you need to take something out!**

*Only keep a certain number of hangers (the amount that will fit in your closet) if you buy something new and you do not have a hanger...you will need to donate something to make room!*

**Never buy in bulk unless you have enough storage.**

**Once a week you need to clean out one draw, closet, or cabinet.**

*By doing a small project each week it never seems overwhelming.*

**Deal with mail and incoming items right away.**

*File action items in your action file, shred or pitch junk, file resource items. Never let this kind of stuff stack up.*

**Do laundry as often as possible and put away immediately!**

*By doing a few loads more often and putting away as soon as done you make it a less demanding chore.*

**When you clean make sure to put things away where they go and teach your family to put things away and not set them around.**

*This will eliminate that "someone coming hid it away" syndrome!*

**Use file cabinets to keep resource materials in.**

*Don't stack them on desk tops and throw in boxes. You need to be able to find anything in just 2 minutes.*

**Make a quick "sweep" through the house once a day to make sure you have put things away.**

*This does not need to be a big production but as you walk through and find things just return them to their homes!*

**Remember the rules for keeping something:**

*I use it, I love it, it has sentimental value! Otherwise it is just clutter!*

**Always break each task down to small manageable pieces!**



*Getting organized is a big step. Once you have put in the effort and time you will want to keep your home organized.*