



Chaos MANAGED

HOME ORGANIZATION
WORKBOOK 

YourChaosManaged.com

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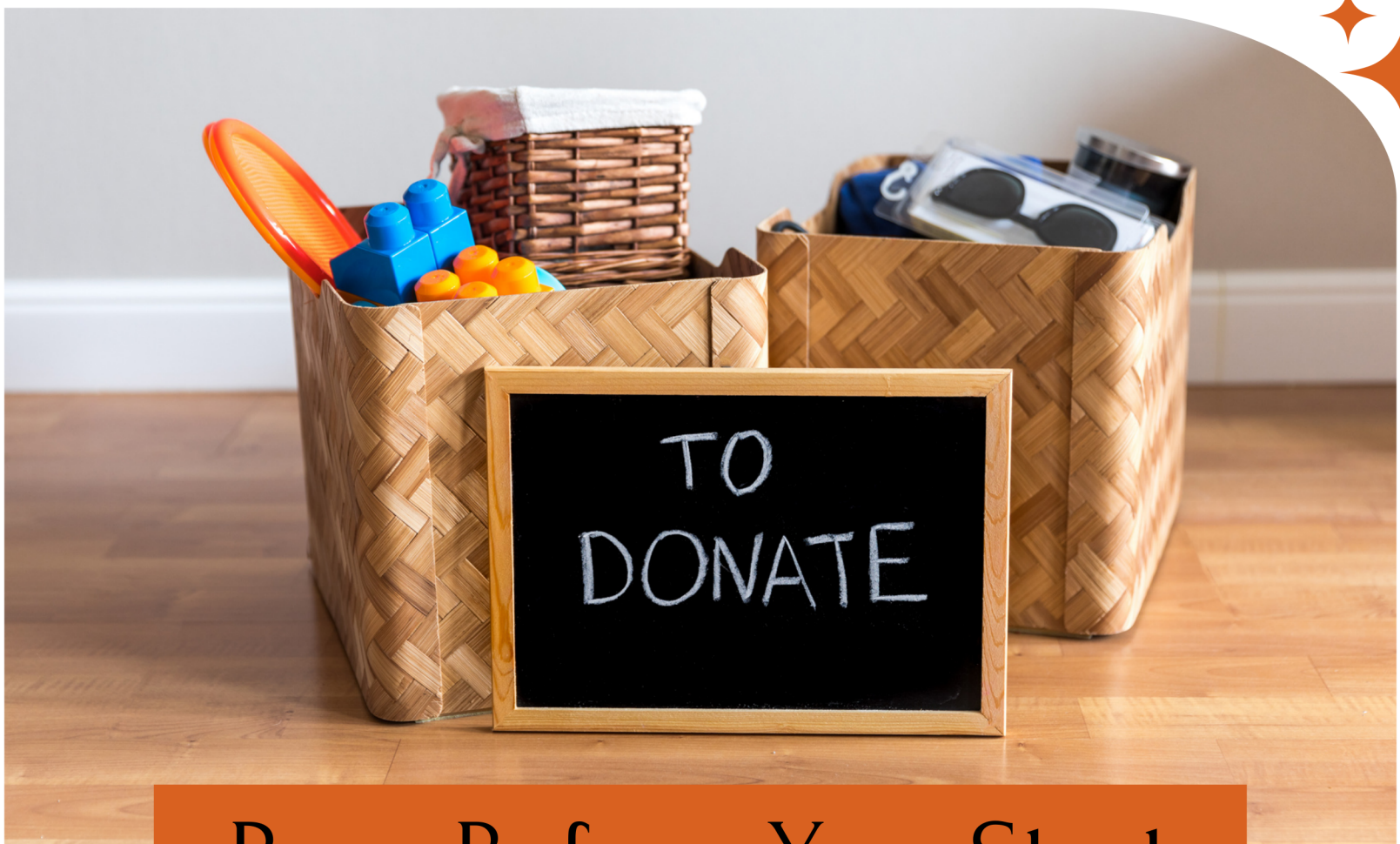
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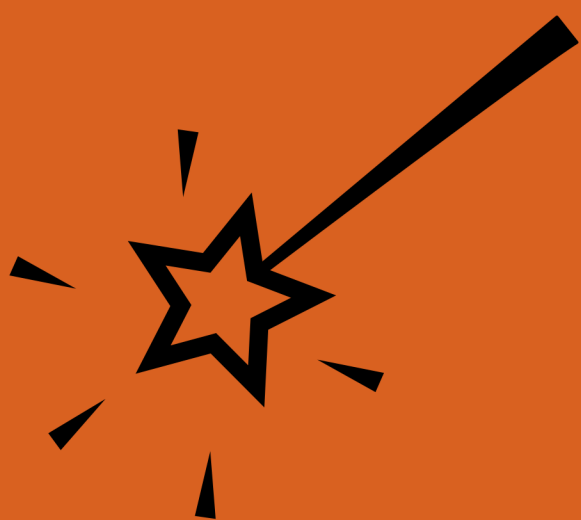


Prep Before You Start

The best way to set yourself up for success is to prepare before you start.

- Start with your most stressful area
- Layout the space plan & measure
- Determine your timeline
- Set up stations:
 - donation, trash, sell, keep, relocate











Purging Prompts

Key Questions to ask yourself while purging

- Do I love this?
- Do I use this regularly?
- Do I have space for this?
- Is this in good condition?
- Does this need repair? If so, will I fix it?
- Does this fit me? When did I wear it last?
- Do I have duplicates of this?
- Are duplicates necessary?
- If I were to see this in the store today, would I buy this?
- Can I get a digital copy of this?
- Did I know that I owned this before today?
- Is there someone else who could benefit more from this?
- What's the worst thing that could happen if I got rid of this?

STEP-BY-STEP GUIDE



PICK A SPACE:

Start with the most stressful space in your home. Draw out the desired end result as your goal.

SET A DEADLINE:

Set a specific deadline for completing the Sort/Purge process for your space.

MEASURE & CLEAN:

Be sure to measure your space before buying bins and clean the area you will be organizing.

BE MINDFUL FOR YOUR TIME:

Set a timer to signal when to take a step back. Put on some music or invite a friend over to make it fun.

SORT & PURGE:

Work through your space in a systematic way (e.g. start with the floor and move your way up). For each item, decide whether you keep it, relocate it, trash it, or donate it. Use labeled boxes or bins to sort.

FINISH & TREAT YOURSELF:

End each session by moving sorting bins to their appropriate “homes” and reward yourself for your hard work.



Maximize your Benefits

SELLING:

- Ebay
- Facebook Marketplace
- Craigslist

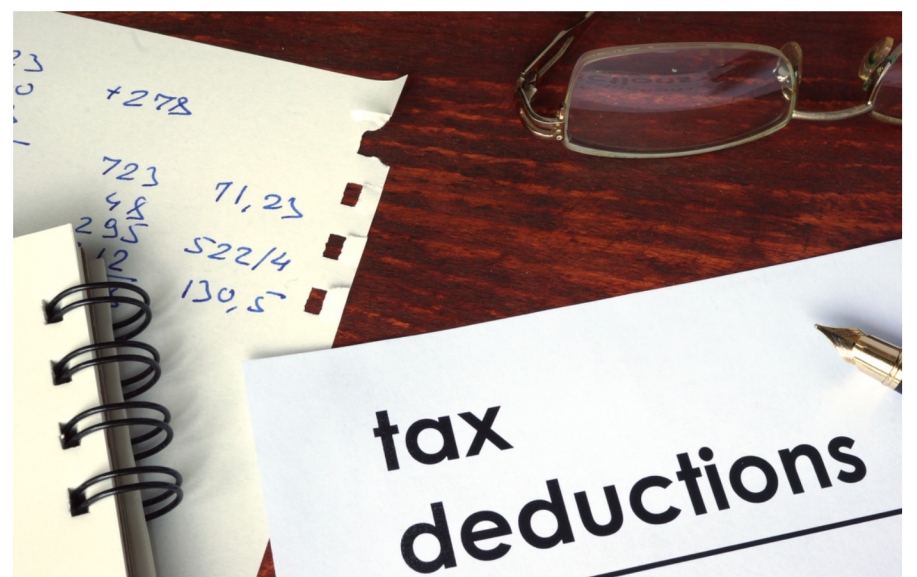


DONATION:

- Alpha's Women Center
- Christmas Come True Thrift Store
- St Mary's Thrift Store
- St Vincent de Paul Thrift Store
- Temple Beth Shalom
- Goodwill

TAX BENEFITS:

Be sure to collect a tax deduction receipt when donating your items. The larger the donation pile, the more money you'll save come tax time.



10 CLUTTER-BUSTING HABITS



REDUCE CLUTTER COMING IN:

Shop with intention, decline freebies, unsubscribe from mailing lists, sign up for paperless billing

USE PURGING PROMPTS:

Regularly go through your items with the Purging Prompts.

USE CATCH-ALL STATIONS:

This helps corralling stray items from around the house. Put the items away at the end of the week.

ADOPT A NIGHTLY CLEAN SWEEP:

Spend 10 minutes organizing the main house areas and resetting your shared spaces.

MOVE QUICKLY:

Once you've determined what you want to part with, take the necessary steps to move it out of your home to its designated destination as soon as possible.

ADOPT ONE IN-ONE OUT RULE:

Use this for items that you have an abundance of, such as clothing, shoes, books, coffee mugs, etc.

SET UP MAINTENANCE REMINDERS:

Add reminders to your home calendar





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