

## The iTidy Organising Process

Depending on the client, their space and personal situation, the organising process can be done by category (that's the Marie Kondo process), by room or a mix of both methods that I feel best suits the client. I support and guide clients to make decisions about their stuff and their spaces All processes follow these 3 basic steps:

1. Declutter
2. Organise
3. Tidy

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### 1 Declutter

How we do this depends on whether we are sorting by room or by category. Either way, we need to gather everything together. If we are doing it by room, we take everything out of cupboards or drawers and place them on the bench, tables or beds. If we are organising by category, we get all of those things together from wherever they are in the house or office. Common categories are clothes, paperwork and sentimental items. We need to get it all in one place so we can see what you have. Next you decide what you want to keep and what you want to get rid of or if it belongs somewhere else.

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### 2 Organise

We put 'like' things together in categories that make sense to you.

We can use storage baskets, boxes or drawer dividers to keep things tidy. These can be things you already have such as shoe boxes, baskets or tubs or you can buy some of the many storage solutions available at chain stores and storage specialty shops.

This organising is also the first tidy.

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### 3 Tidy

Once things are organised it is so much easier to keep them tidy.

When you have used something put it back where you got it from – it's that simple.

If you get something new put it with 'like' items and you will always know what you have.

You change and so does what you need and use. Have regular clean outs and bin or donate things you no longer need.

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**Creating more time and space to do the things you love!**