Organizing Mentor

"ESCAPE" the Clutter!

E   **Empty the project area**

Take everything out of the cupboard, closet, or room and temporarily place it in a nearby area.

S   **Sort everything**

Sort everything into piles based on:
1. Items that you absolutely need and want to keep
2. Items of value that could be sold
3. Items to donate to charities that you don't need or use anymore
4. Items that you would like to give to family or friends
5. Items that can be recycled (paper, plastic)
6. Items that need to be thrown in the garbage (broken, worn out)

C   **Clean the project area**

Wash the cupboard, closet, or room completely so it's clean and ready for the items to be organized and placed back into it.

A   **Assign a home for everything you're keeping**

Everything must be designated a "home" so that it's easy to retrieve when you need it, and easy to put back in its place when you're done using it. Keep "like" things together.

P   **Plan a system and put everything into appropriate containers**

Challenge yourself to minimalize the amount of your possessions. Be creative in purchasing containers that fit well into the project area, and try to shrink the amount of space it takes to store the items.

E   **Edit your system regularly**

Keeping any space organized requires regular maintenance, and everyone using the project area(s) needs to be committed to the plan. Regularly evaluate if the items are grouped appropriately, if they are in proper-sized containers, and if they are placed in easily accessible locations. Donate or discard items regularly as they become unnecessary, broken, worn out, etc.