

SORT OF SPACE

DO-IT-YOURSELF ORGANIZING GUIDE

S ORT & IMPLIFY

- Take it **ALL** out
- Separate into categories
- Evaluate each item
- Discard unwanted items

U TLINE & RGANIZE

- Create zones for categories
- Experiment with placement, putting most used items and categories in accessible spots

S TORAGE OLUTIONS

- Add containment to keep categories together
- Label zones and containers for easy identification

SORT & SIMPLIFY

1.

Take everything out of the area you are working on. It will create an overwhelming amount of stuff out in your home, but you need to see everything you have.

2.

Create categories and group like items with one another (all shoes together, all water bottles together, all haircare together, etc.) Label with a post-it note for clarity.

3.

Evaluate each and every item. This is time consuming, but it's where the actual organizing begins. Each item needs a decision made:
KEEP-DONATE-TOSS

3a.

Grab a garbage bag for trash and a box or bin for donations. Set a designated area for items to keep. This way every decision you make has a clear destination. Label with post-it notes to avoid confusion.

3b.

Check expiration dates for food, medications, and makeup/skincare items. If you can't recall how old a product is or when you last used it
➔ toss it.

4.

Discard all unwanted items so you are left with categorized piles of what you are keeping. This will help you visualize the next steps of where to keep the keepers!

3c.

Tackle easy categories first. Start by tossing old socks rather than clothes you wore on your honeymoon 8 years ago but haven't been able to let go of. It will help to have made simple decisions when harder choices come up.

OUTLINE & ORGANIZE

1. Now that you have completely cleared out your space, take a moment to clean it up and wipe down surfaces.

2. Use post-it notes or masking tape with category names to create temporary, moveable labels to play around with placement in your empty space. Think about amounts, sizes, and ways to corral items when creating placement zones.

What You Have

Do you have a ton of shoes and not so many t-shirts, but had been using closet shelves for t-shirts? Try putting t-shirts in a drawer and give the shelving to the shoes.

Your Space Itself

Not a ton of kitchen cabinets, but a decent amount of drawers? Let's put your spices in a drawer to free up cabinet space for dishes.

Like With Like

Keep items that make sense together, near one another. For instance put coffee mugs in a cupboard near the coffee maker, not across the kitchen.

Easy Access

Place most frequently reached for items in easily accessible locations. Less used things can live in harder to reach areas.

Simple Adjustments

Remember that most shelves in closets and cabinets are adjustable. You can move them up or down to accommodate your items' sizes and quantities.

Think Vertically

When evaluating placement, think about how to maximize vertical space. Products and containers can create new levels and maximize overlooked storage nooks.

THINGS
TO
CONSIDER

3. Once you have settled on placement for each category, begin to load in your items and make adjustments as needed.

STORAGE SOLUTIONS

CONTAINMENT AND LABELS ARE WHAT KEEP ORGANIZATIONAL SYSTEMS INTACT.

Having dedicated 'homes' for items, clearly marked with labels, allows anyone in your space to easily maintain the setup. Designated locations also eliminate the mental fatigue of searching for and figuring out where things belong.

Kitchens

- Shelf risers add extra stacking space and prevent piles from getting unmanageably high.
- Over door racks/baskets are great for pot lids and small appliances.
- Lazy-Susans make the most of tight cabinet corners and refrigerator voids.
- Bins and baskets on pantry shelves keep like items together and eliminate visual clutter.
- Take individually wrapped items out of packaging to save space and streamline.

Kid Spaces

- Labels with simple images help little ones identify toy/activity locations and support word association for literacy learning.
- Color coding books or toys is visually appealing and a categorization kids can apply early.
- Implement bins for outgrown clothing and upcoming sizes to keep growing kids clothing organized.
- Include school aged kids in the purge process to help them distinguish what is special and what can be moved along.
- Make a virtual gallery of most kid projects and only hang onto a select few pieces. You can create a photo book with an online service, or send pieces to Artkive for full service photographing and chronicling of artworks.

Clothing

- Matching hangers create visual continuity and slim, velvet ones maximize space.
- Baskets and bins create 'drawers' on shelves if you lack drawer space.
- Drawer dividers keep sections inside drawers clear and separated.
- Shoe boxes look cluttered. Store shoes on stacking shelves, over door racks, or in matching clear shoe containers.
- File folding clothing in drawers allows you to see all available options at once, rather than digging through stacks.
- Shelf dividers help keep stacks of sweaters, jeans, or t-shirts from falling over into each other.

Utility Spaces

- Airtight containers are best for locations without temperature control.
- Shelving allows for vertical storage without over stacking boxes or crowding floor space.
- Wall and door hooks get items off the floor. Command hooks are a great, adjustable, damage free option!
- Clear and translucent bins allow you to easily identify contents, especially if you have several bins of the same category (e.g. Christmas decor, summer clothes, etc.)

ADDITIONAL TIPS AND TRICKS

Product Implementation Notes

- Matching containers create visual continuity and lessen visual clutter.
- Use a label maker for streamlined labels. If you don't have a label maker, a marker and some tape will work!
- Be sure to measure your spaces and check product dimensions before purchasing to ensure proper fit.
- Pull product photos together in a mood board if you need help visualizing end results.
- For an economic or temporary approach, 'shop' your home for containers - recycling bin jars for office supply storage, shoe boxes as drawer dividers, etc.
- Be flexible! You may need to adjust your plan, and that's ok!

Product Resources

- Bed Bath and Beyond
- Amazon.com
- The Container Store
- Target
- Homegoods

Tight Space Tips

- Utilize the backs of doors for additional, untapped storage space.
- Use under bed bins for off season clothing.
- Space bags can hold bulky but airy items (blankets pillows, puffer coats) in a small space, like under the couch.
- Add shelving when lacking storage to take advantage of available wall space.

MORE S.O.S. HELP

Need a more comprehensive guide to tackling your organizing projects?

Sort of Space can create a customized DIY plan specifically tailored to your space and needs.

- Complimentary virtual space tour for pain point diagnostics, space planning, measurements, notes and questions (In person on-site walk through also available. Hourly rate applies)
- Detailed, personalized DIY guide with steps specific to your project and plans for the final layout goal, including diagram and visual aids
- Product recommendations/shopping list with links and options
- List of local resources for donation and/or consignment
- Three 20 minute video calls for questions and updates
- Text and email support throughout the project

Email hello@sortofspace.com for more information