

Five Ways to Maintain a Newly Organized Space



1. THE HANDY BOX

Keep a box or basket for items that are out of place when you are cleaning out a room. When you come across out-of-place items, put them in the container. After cleaning the room, take these items to the proper room.

2. IN THE MOMENT

- When you pass an open drawer, close it.
- When you pass a full wastebasket, empty it.
- When you see a clothing item on the floor, hang it up.
- When you see some loose papers, put them in the to-file box.



3. 10-MINUTE PICKUP

Spend 10 minutes each night on a quick pick-up. Take a basket and go through the house quickly picking up and dropping off things where they belong.

4. SUBTRACT BEFORE YOU ADD

Always subtract before you add! Before you add (purchase) an item, subtract one that you already have.



5. TOSS/DONATE BOX

Keep a box or bag in a storage area to collect items to donate. When you notice an item that you don't want or use, immediately take it to the donate box.

