



**Through this
door is a more
organized
closet!**

Practical Motivation for Productive People!

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Things in your closet should be...

Easy to see



Easy to use



Easy to change



Here are the basic steps:

1. Clean out

First you must choose the closet you wish to begin this process. Next, you need to remove EVERYTHING from this closet. I know it seems scary, but all things must come out in order for you to proceed. You can use an extra bedroom to store clothes, shoes and other belongings while you work. You can place a boom across 2 ladders and create a temporary closet until you are finished. You could use your very own bed and unless you want to sleep on the couch you will be very motivated to finish this project in one day! {Side note: It takes about 2-3 hours to do a pantry or hall closet and up to 8 hours to clean, sort and organize a master bedroom closet.} The key here is to take it all out.

2. Sort, Categorize and Separate

Go through each item one by one. You have 15 seconds to decide to KEEP, TOSS, or DONATE. To make sorting easier get a box or area of a room for each category and make signs to remind you what each pile represents. Taking longer than 15 seconds to decide means you have no value for this item, *regardless* of how much it cost, who gave it to you or where you first wore it! So, toss or donate it! If you must keep something for sentiment sake it needs to go into a storage box and put in the attic or garage. Keep in mind the following:

SORT

- BE harsh and donate items that you have not worn TWICE in one year.
- Throw away items that are ripped, stained, worn out or in some other sort of calamity.
- Donate items that are ill-fitting, out of style, ugly, you have not fit into it in over a year and items you don't look absolutely fabulous in!

Categorize

- How do you want to store your clothes is the category.
 - i. Winter, Spring, Summer or Fall
 - ii. By the outfit (shirt, pant or skirt, jacket) all together
 - iii. By color
 - iv. Like kinds together (all shirts, all pants, all skirts, etc.)

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Separate

- Ask yourself,
 - i. Does this really need to be stored in my closet?
 - ii. Is there a better place to store it?
 - iii. Is this where I use it?
 - iv. Do I have room for this item and all my clothes?
- If you answered NO to any of these questions you need to find another place to house that item.

Now that you have everything sorted. Bag up the trash pile and walk it immediately out to the trash bin. Box or bag up the items to donate and take them to the trunk of your car or the garage for immediate dispersal. DO NOT keep these two categories in your house one minute longer. The sooner you remove it from your sight the quicker you will forget about it and the clearer your mind and space will be.

**Note on donation: You may want to earn some extra cash by taking your donations to a local consignment shop. This does cause more work as usually they request they be pressed and hung on hangers. However, you can make good money for your effort.

3. Assign or design a place

Know that you are only left with the KEEP pile you must decide how to place the items back in your closet. Since you have already decided the category above under separate this becomes the easier part. Place clothes neatly in the closet according to your liking.

4. Maximize your space

You may need to purchase a few items to maximize your space such as:

- An entire closet system
- Shoe racks or boxes
- A double rod
- Clear containers for seasonal items
- Shelf dividers for sweaters
- Hooks for accessories

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