



A Simple Guide to an Organized Home

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1. **How do you want your home to “feel”?**

An organized home can make a bad day at the office turn into a relaxing escape from your worries as soon as you walk in your front door. Start to browse magazines, Pinterest, and start to train your eye for the things that make you happy. Things from paint colors to decorative pillows to light fixtures can make all the difference in the feel of your household. It may help to write down a few key words on what you’re looking to accomplish, such as “simple living” or “shabby chic” so you can do a quick search while browsing.

2. **Map out your plans and projects every week**

Get yourself a good planner and make sure you jot down everything that you need to accomplish on a weekly basis. This includes everything in your life that you have going on or *want* to have going on – dentist appointments, kids’ sports activities, organizing a certain area of the house, trying a new recipe, etc. The key is to have it all written down and mapped out. Review the upcoming week every Sunday and add in things that you’ve been wanting to do but never found the time to do.

3. **Prioritize your home’s organizational needs**

Get out a piece of paper and write down every area and every room in your house that you want to organize. Once you have that list complete, number each item in the order in which you’d like to work on them; one being the room or area that you’d like to tackle first, and so forth. Once you’re complete, find a space for these items in your planner.

4. **Involve your children**

Make it fun! I know it sounds daunting to involve your rambunctious toddler in helping you organize when he/she seems to always do the opposite, but if you give him/her little jobs to do it can be something that you both look forward to doing together. A few key things to remember when organizing:



- If you haven't used it in over a year, *trash it*.
- If you don't want to trash it, *donate it*.
- If you use it but it doesn't belong where you found it, *relocate it*.

Make sure you have a space for these three separate things when first beginning a room or area. Children typically love to help, especially when you assign them certain jobs – “Can you please put this in the trash pile for Mommy?”

5. Document things while working on each space and create next actions

Always have a notepad and pen handy when you begin to tackle a space and be sure to document everything that you come across while working:

- “Purchase shelf liners for cabinets. Look while shopping on Saturday”
- “Ask husband if he still uses this, or if we should toss it when he gets home”
- “Should we try and sell this? Look up value on Ebay”
- “Purchase new bedspread for guest room. Look while shopping on Saturday”

6. Document how to maintain the organization you've just accomplished

It's one thing to accomplish organizing a space, but it's another to actually keep it that way. Think about what needs to happen in order for everyone in the house to work together to keep it the way you have just made it. Be sure to share with everyone how hard you've worked on that space and what needs to happen going forward. Things like:

- “This is our new shoe bin, please put your shoes here when coming inside”
- “All backpacks and coats are to be hung on these hooks”

Following these six simple steps will guide you to an exceptionally organized and clean home for both you and your family to thrive in. Studies have shown that when your home is organized it can highly reduce stress and anxiety. Enjoy what you've accomplished and start to be proud of your beautiful home!

Annie Kilbride, Professional Organizer
215-908-2869
anniekilbride@lifesimplifiedpo.com
www.facebook.com/lifesimplifiedpo
www.lifesimplifiedpo.com

About Annie



Annie is a mother of two who has always loved everything about organizing. She used it as a coping mechanism while attending nursing school and put her talents into practice when she needed to contend with masses of paperwork as a Critical Care Nurse.

Annie uses her assessment, communication, and planning skills to develop a Critical Care Plan to conquer clutter. Her passion and knowledge has turned many homes and offices into beautiful, functional spaces! She prides herself on her ability to use the items her clients already possess to create functional, attractive organizational systems. Any unwanted items she removes from her clients' homes are properly disposed of, or recycled. All donations are taken to local charities where they can be claimed by someone in need.

With several qualifications under her belt, Annie brings her years of experience to help you bring order and peace to your life. She continues to stay on top of the latest developments.