



## NATURAL BALANCE

TEL: 206.660.0995 WEB: [www.naturalbalance9.com](http://www.naturalbalance9.com)

*Creating Interiors that Invite and Inspire*

### **Our organizing container system**

Organizing and decluttering is tough work. Here is a system that consistently works.

1. Bite off only what you can handle, mentally, physically and emotionally. We suggest choosing one room to work on at a time, then break it down into small sections. Work one section per 2-3 hour session.

2. To efficiently organize, take everything out of the small section you are working on. Lay it on the floor so you can see everything in front of you.

3. Sort based on use:

Used every day, keep close to you

Used a couple times a week, keep within arm's reach

Used once a month, keep a few steps away

Used a couple times a year, keep in storage

No longer use, put in donation, sell, recycling or trash containers

4. Having the following containers will speed up the process and minimize confusion:

Recycling

Trash

Donate

Sell

Redistribute elsewhere in the house

Reorganize in your room

Transition box

You will likely use the top four containers the most. The others are helpful for keeping your mind clear and the sorting process moving.

A note about the transition box: it is only for items you simply cannot make a decision about. Be sure to clearly mark the box with the date you are filling it and a date 6 months or a year out. You then need to mark your day planner with the 6 month/year date to remind yourself to let go of the items in the transition box. If these steps are not taken the box will likely be forgotten and continue to clog your space for several more years. We feel this gives you time to process what you want to do with these items and pull them out if you find you truly have a need for them.

5. Make sure you have water and snacks on hand for your organizing adventure. An impartial friend or support person can also be helpful to motivate you to follow through on your commitment to clear your clutter. Staying focused and thoroughly sorting your "stuff" is the key to success. You can do it!