

Home Organization Worksheet

A planning guide to help you focus on your storage-solution needs

Space to be organized: _____

- **Choose your objectives**

- maximize space
- organize small accessories
- easily-accessible/day-to-day usage
- long-term or seasonal storage
- create a workspace

- **Empty the space out**

- **Measure the space**

Depth: _____

Width: _____

Height: _____

Doorway width: _____

- **Clean the space thoroughly**

- **Categorize the contents**

- If making a single-use space, get rid of anything that doesn't belong
- Sort items with the following criteria:

- Have you used or worn it within the last year?
- Is it broken/worn out?
- Do you like it?
- Is it functional?
- Does it make you happy?

- Figure out what can be stored out of the way (seasonal items) and what you need to access daily.

- **Shop for a system** see page 138 for advice on professional services

- Do you want to install it yourself?
- Do you need a company to do it for you?
- Do you want a built-in?
- Do you want it to be adjustable?

- **Choose accessories**

- Make sure items you need on a regular basis are easy to reach
- Utilize as much space as possible with slide-out and pull-out features and over-the-door hangers