



Organizing 101: Hitting the Clutter Hotspots

1. About Organizing
2. Obstacles
3. What kind of organizer are you?
4. 5 Principles of Organizing - Bring ORDER to Anything Anywhere
 - O - One step at a time
 - R - Reduce Clutter (“Decluttering”)
 - D - Decide Categories (Condense like items)
 - E - Enclose in Containers (“Containment Principle)
 - R - wRite Labels
5. Control Center
 - Where will yours be?
 - Components
 - High Traffic Area
 - Work Space
 - Calendar
 - Message Center
 - Filing
 - Garbage/recycling
6. Hotspots
7. Maintaining Your Organization
 - Find Your Way
 - Pick a Day
 - Get everyone involved
 - Small Steps/Timer
 - Rewards
8. Reminders

Product Recommendation Page (Categorized by Room)



Thank You!

Real Organizing for Real People Doing Real Life



Organizing 101: Hitting the Clutter Hotspots Worksheet

Top 10 Priorities

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Take the top 5 things and make sure your Daily Life Managing To Do List/Goals reflect those priorities.

Setting Up Your Control Center

<https://jborganizing.com/organizing-tips/control-center-set-up/more-paper-more-information-help-setting-up-a-control-center-step-by-step-instructions/>

1. Choose your location
2. Make sure there is a flat work space at the location
3. Purchase vertical file holder (Recommended Product - Amazon <https://amzn.to/4aOs3LK>)
4. Make sure you are using ONE calendar
5. Introduce your Message Center to those in your home
6. Pick file categories that fit your family's needs (see below for the 'must haves' for filing)
7. Have a garbage and recycling bin
8. Schedule a time to go through files and piles at least once a week

Filing Categories

**Stay away from horizontal file holders – they tend to become fancy piling places

1. One for each member of the household (must have)
2. Unopened Mail
3. To Be Paid
4. To Be Filed
5. To Be Mailed
6. Work file (if you work from your home)

**Go through a pile and see what categories you have. Make your filing fit *you* and *your family* and it will work!

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Thank You!

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