

# TERMS & DEFINITIONS

The “definition of the word organizing”

- to SYSTEMATIZE
- to cause to develop an organic STRUCTURE
- to form into a COHERENT UNITY or functioning whole: INTEGRATE

What’s YOUR DEFINITION?

How do you define ORGANIZING, what is your definition of BEING ORGANIZED?

What is your relationship to the term? Do you consider yourself organized? What are your associations with the word?

# CHOOSE A SPACE

Choose a space you want organized

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(What are your associations, expectations and “shoulds” of this space? Are these current and useful ideas, or do they need to be upgraded, re-examined or tossed?)

# LIFE VISION (PRIORITIES)

What is your vision for your life right now? (or, what are your top 3 goals for this year?)

What are your top 3 priorities or areas of your life you want to grow and develop?

Examples of areas in your life to be working on...

Self Development / Relationship with Self

Spirituality

Family

Couple / Intimacy

Friends

Physical health & wellness

Work / Career

Success / Competency

Leisure

Play

Community

Creativity / Art

Search for meaning

Altruism / Service

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## **VISION into your SPACE**

New (or same) title for the space

If this space were to best support and nurture you and your life vision, what would this room be like? What qualities would this space have? What sensations would it inspire? What would you feel immediately upon entering? What would you do here? What wouldn't you do here?

(If you're stuck, simply make a list of emotions, qualities of being, physical sensations, experiences you want this space to enhance. Feel free to include the functions and necessities of the space, but don't get stuck in these technicalities yet. This is the time to dream and fantasize about a space that would most support and inspire you.)

## **IMAGINE & HAVE FUN**

Imagine enjoying the space. Explore how the following could inform the space, and add to its deeper purpose in your life...

- Orderliness / Organization
- Color
- Furnishings (or lack thereof)
- Lighting
- Textures / Fabrics
- Tidiness / Clutter-Clearing
- Different flooring
- Natural Elements (earth, air, fire, water, metal, wood)
- Plants
- Sounds
- Temperature
- Visual/Art
- Interactive objects

### **3. ASSESS**

On a scale of 1 – 10, how much is the space supporting your vision now?

After considering your vision, are there parts of this space that stand out as particularly conducive or non-conductive to your goals?

What other insights do you have about what the space needs?

What do you need to get started?

### **ORGANIZE!**

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Make time in your schedule for working on your home. Set up a staging area. This will be for items that are in transition or leaving the space. Don't start with shopping. Commit to the process. Following is the special secret tool for organizing. In her book *Organizing from the Inside Out*, Julie Morgenstern coined this perfect acronym for a simple and effective organization method:

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## **S.P.A.C.E.**

### **SORT**

Go through **EVERYTHING**. Ask: Do I use this? Do I love this? Rate each item 1-10. Does having this make or cost me money? What category does this belong in?

- Identify what's important to you – focus on those items you currently use, love and what gives you energy, not those that used to be important to you, or might be important to you some day.
- Group similar items – As you identify the important items you want to keep, place them in related categories that reflect your associations. A key component is to design systems that are intuitive and natural to you so you can find things and put them away without a lot of thought.

### **PURGE**

- Get rid of stuff!
- You can toss, return, give away, sell, put elsewhere, and store. Have labeled boxes on hand; ready for your discards and easy to remove from the space.

### **ASSIGN A HOME**

- Logical sequencing. Position similar groups of items near each other.
- Accessibility. Make it easy to retrieve and put back frequently used items.
- Appropriate sizing. Match the size & number of items to the size of the storage unit.

- Single-function storage. Don't mix categories within a storage unit; it makes retrieval too complicated.

## CONTAINERIZE

Containerizing is simply a way to keep things grouped and accessible. This is a time to shop for containers or use what you have. This is a good time to get creative and have fun infusing your system with your own personal style.

- Aesthetics. Choose containers you love. They should blend attractively with the décor of your space.
- Sturdiness. Your containers must be tough enough to withstand repeated use.
- Manageability. Containers should be easy to handle.
- Size. Make sure they are a proper fit for the number of items you will be storing, without overcrowding.

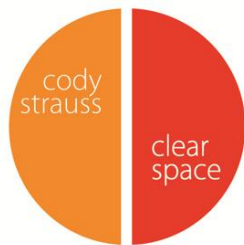
## EQUALIZE

- Maintenance! Evaluate how well your system has been working: is everything as easy as you'd like it to be? Are you following your system? Do the zones and categories you set up work well for you? What kinks need to get ironed out? Reevaluate after a few weeks until you're completely happy with your system.
- Once you've got a system that works well, you need to integrate a daily and periodic maintenance program into your lifestyle so that it becomes a matter of routine. Keep it simple. If your maintenance program is too complex, you won't follow it.

# MY NEXT STEPS

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1. What are 2 insights you want to take away from today?
  2. What are 3 things you can clear from your space right away?
  3. What are the top 3 things you can do right away to improve the space?
  4. Put 2 dates on your calendar to work on your space (make it a date!)
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Clearspace  
organizing

**Organizing has an end result, but it is also a journey.**

Enjoy the process!

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