

# 47 Strategies

## TO AN Organized Home



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# 47 STRATEGIES to an Organized Home

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It's not always easy for successful entrepreneurs and executives to balance work while maintaining an organized home. These will help. Some you're doing, some you're not, but they all work. The key is to implement slowly and systematically. Add these to the way you organize your home and you'll get results, while reducing overwhelm and stress.

Start today, and do one at a time.

## Kitchen

- ☐ Group objects by purpose and assign them to specific cabinets, such as placing all bakeware together.
- ☐ Arrange your kitchen by storing often used items in lower shelves and placing occasional pieces on top shelves.
- ☐ Place kid's snack food on lower shelves so they can reach them on their own.
- ☐ Create a morning beverage station near the coffee maker by dedicating a cabinet shelf to coffee, mugs, filters and sweeteners.
- ☐ Remove expired foods from pantry & fridge.

## Bathroom

- ☐ Throw out any cosmetics past their prime. Mascara is good for 3-4 months and lipsticks are good six months to a year.
- ☐ Group objects by purpose, such as placing all nail polishes, nail clippers and cuticle trimmers together.
- ☐ To declutter counter tops, use the medicine cabinet for everyday grooming supplies and relegate medicines to the kitchen.
- ☐ If you have the counter space, use glass apothecary jars to store cotton balls, soaps & bath salts which not only adds a design element, but are easy for everyone to find.
- ☐ Be unique, look for interesting containers to corral items; baskets, acrylic containers & canvas bins.



## Entryway

- ☐ Set up a launch pad ( bowl, basket or other container ) near your entryway to hold your most used items such as keys, cell phone, etc.
- ☐ Designate an area in your entryway to charge your cell phone.
- ☐ To prevent mud and snow from being tracked into your home, purchase a boot tray.
- ☐ Attach hooks in the entryway to hang kids backpacks or purse.
- ☐ Add a low storage bench for seating when removing rain or mud boots and use the bench storage to place less used items, such as umbrellas.

## Bedroom

- ☐ Remove items that don't bring you rest & relaxation, such as that unused treadmill.
- ☐ Purchase a jewelry drawer for your dresser to hold earrings, rings, bracelets and watch, while keeping everything separated.
- ☐ Use a small bookcase as a bedside table to store books, an alarm and items you need for a restful night's sleep.
- ☐ Dedicate one particular type of item per drawer, such as undergarments, t-shirts, or pajamas.
- ☐ Purchase drawer dividers to keep socks, underwear and t-shirts organized.

## Closet

- ☐ Donate anything you haven't worn in the past two years.
- ☐ Send to the cleaners or the tailor clothes that need dry cleaning or altering.
- ☐ Remove dry cleaning plastic bags from clothes as soon as you bring them home.
- ☐ Use space saving thin, felt-type hangers to hang clothes.

## Garage

- ☐ Mount bicycles on the wall or the ceiling to provide more floor space.
- ☐ Create stations for different categories, such as areas for gardening, painting and car maintenance.
- ☐ Install shelves or buy sturdy, easy to assemble shelving units to get things off the floor.
- ☐ Attach utility holders with rubber hooks to hold cleaning and gardening supplies that have handles.
- ☐ Purchase plastic bins to store out of season items and label them for easy identification.



## Toys

- ☐ Donate any toys the kids have outgrown.
- ☐ Throw out toys that are broken or missing too many parts to be effective, such as puzzles.
- ☐ Group toys by type, such as placing all Barbie items together in plastic containers.
- ☐ Store Lego's by color in plastic shoebox containers or in a rolling plastic storage cart with drawers.
- ☐ Hang a clear, over the door shoe rack on the inside of closet door to corral cars, Barbie's and action figures.

## Office

- ☐ To easily sort through scattered paperwork, use labeled folders or stacking trays with the following labels and place paper in their corresponding category - In Box / Action / Bills to Pay / To Read / To File.
- ☐ Have a trash bin, recycling container and shredder in your office.
- ☐ Purchase a filing cabinet or use a desk drawer to store files.
- ☐ Remove things that are broken or no longer needed.
- ☐ Bind messy cable wires by using cable ties, clamps, clips or Velcro wraps.

## Tax Documents

- ☐ If filing a personal tax return, keep the actual tax forms forever, but shred any supporting documentation, such as W-2's, after 7 years. Even if you no longer need records for tax purposes, you may still decide to keep them, as other organizations may require them.
- ☐ If filing a tax return as a business, keep the actual tax forms forever, but shred any supporting documentation after 7 years. Even if you no longer need records for tax purposes, you may still decide to keep them, as other organizations may require them.
- ☐ If historical tax files are taking up too much space in the filing system, store them in a covered plastic box and place it in an out of the way place, like a closet or attic.
- ☐ Create a TAX file with the current year in your filing system so you can drop in any tax related documents throughout the year.
- ☐ Purchase a scanner and scan your receipts into your computer electronically.

