

Organize Your Space

Ease-of-Access Scale

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	# of actions to put away	Types of Storage	Examples
SUPER Easy to Access	1	<ul style="list-style-type: none"> • Hooks • Open bins or baskets (NO lids) 	<ul style="list-style-type: none"> • Hanging robes, towels, and bags on a hook • Dropping items into open bins (often on a shelf), such as: photos and cards, cables, socks/underwear, dirty clothes, etc.
Easy to Access	2	<ul style="list-style-type: none"> • Drawers • Bookshelves • Bins/baskets with lids or that must slide out to access 	<ul style="list-style-type: none"> • Opening a drawer to drop an item • Sliding a book on a bookshelf • Removing a lid from a basket or bin
OK to Access	3-4ish	<ul style="list-style-type: none"> • Drawers • Closets or cabinets, (doors removed) • Under the bed, within easy reach 	<ul style="list-style-type: none"> • Folding clothes and placing in a drawer or on a shelf • Hanging clothes on hangers, then on a rod • Reaching under the bed, pulling storage item out
Access is NOT Easy	5ish+	<ul style="list-style-type: none"> • Tall spaces • Closets or cabinets, with doors • Large trunks or oversized drawers • Under the bed, out of reach 	<ul style="list-style-type: none"> • Using a step-ladder to reach the top of a bookcase or upper shelf in closet • Removing items blocking door of a closet or cabinet • Removing items placed on top of large trunk/in front of oversized drawer, rifling through many items