

Organize Your Space

Step-by-Step Guide

personal space
(bedroom)**Remove**

1. **Gather four large boxes or bins.** Label:
 - Trash
 - Give Away
 - Somewhere Else
 - Not Sure
2. Do a **"two-minute sweep"** for trash.
3. Do a **"two-minute sweep"** for clothes; sort.
4. **Start at left of doorway**, work your way around the room, in small sections.

Group/Categorize

Group like items together, for example:

- Clothes
- Shoes
- Bedding
- School supplies/papers
- Computer, mouse, etc.
- Other electronic accessories
- Stuffed animals
- Trophies/awards
- Oversized items

Not sure about something? Place it the "Not Sure" box.

Arrange

Find a place for each group/category:

- Keep "most used" items most accessible.
- Revisit "Not Sure" box to put more away.
- Create a permanent home for remaining "Not Sure" items.

Maintain

"Take Two!" Every evening, take two minutes to tidy your space.
Beware of trash; it is the #1 enemy of organization!

study space**Remove**

1. **Remove everything from your study space**, then add only what you want to display/use in your space.
2. **Re-home, throw away, or give away** items you did not put back in your study space.

Group/Categorize

Group like items according to function.
For example:

- Computer
- Charging station
- Pens/pencils; etc.

Arrange

Find a place for the items you need in this space:

1. Keep items accessible.
2. Make the space aesthetic and comfortable with organizational accessories, décor, lighting, etc.

Maintain

"Take Two!" Just before you start homework every day, take two minutes to tidy your study space.

bookbag**Remove**

1. **Empty** the bag.
2. **Throw away** all trash.

Group/Categorize

Group items together:

- papers + binder
- pens/pencils
- books

Arrange

1. **Organize papers** in your binder.
2. **Place pens/pencils** in a case or pocket of your bag.
3. **Place remaining items** in bag.

Maintain

"Take Two!" As you start your daily homework, take two minutes to clean out trash and file papers in your binder.

locker**Remove**

1. **Empty** the locker.
2. **Throw away** all trash.

Group/Categorize

Group books according to your schedule:

- "morning" books
- "afternoon" books

Arrange

Place books by category.
For example:

- "Morning" books stacked on spine
- "Afternoon" books lying flat

Maintain

"Take Two!" Before you go home each day, take two minutes to clean out trash from your locker.