

Optimal Organization



CLOSET ORGANIZATION CHECKLIST

Step 1:

- Laundry Completed
- Crank up the tunes!

Step 2:

- Make Piles (Donate, try on, Keep & Throw Away)

Step 3:

- Toss throw away pile
- Take Inventory of donation Items
- Put donation items in a box/garbage bag - load the car up!
- Only piles left in organizing space are keep & try on

Step 4:

- Pat on the back
- Drink a glass of water
- Sort keep pile by item
- Sort by season
- Store off-season clothing

Step 5:

- Try on everything in your try on pile
- Add any additional donation items to inventory from the try on pile
- Add the 'keep's from the try on pile to their corresponding item piles

Step 6:

- Determine hung up or drawers?
- Count Hangers
- Hang clothing -- backwards!
- Purchase drawer dividing supplies
- Fold nicely and put drawer clothes away
- Reevaluate hanging clothes in 3-6 months or after current season passes

Unofficial Step 7:

- Thank yourself
- Admire your new, organized closet
- Mission Accomplished

Happy Organizing!!

