

# HOMEOWNERS' RESOURCE GUIDE



A Special Publication of

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## 10 creative solutions for getting organized

1. To help let go of things, determine something specific you really want more than the clutter, develop a slogan (mantra), and then repeat it often. A clear goal and vision such as "Room to park the new car!" can truly liberate you from things that aren't loved, needed or used.
2. To avoid having unused containers that don't suit your needs, select them after you know exactly what needs containing. For added accuracy, measure, measure, measure — this includes any necessary shelving areas.
3. To stick with a large organizing project, actually write down appointments with yourself, keep them, use a timer, and pick up where you left off. Small time increments (15 to 30 minutes) are more realistic and manageable.
4. To see ongoing results while in transition, adopt the "thou shalt not dump" philosophy. Any area that has been cleared or organized will be honored and maintained until new habits become automatic.
5. To determine where items need to be organized, analyze traffic flow and function. Set up zones or areas where things actually are used. The guideline of "within arm's reach" makes it even better.
6. To allow a new system to work and be flexible, factor in a minimum of 10 percent of open space. This gives you a little "breathing room" to adapt things to your unique needs.
7. To keep closets from getting over-stuffed with clothes, agree to only use a certain number of matching hangers. When new clothes are purchased, purge some old ones; switch all dry cleaning to assigned closet hangers.
8. To monitor numerous projects, schedules, or family-member possessions, use color coding. Since most people are very visual, it is much simpler to identify something when there is a specific color association.
9. To have easier flow and access to paperwork, store it in tiered vertical inboxes, with the oldest items in front. This eliminates piles and having to reshuffle things when you are ready to take action.
10. To stay focused on a particular task, keep only one project on a work surface at a time. The "noise" from other jobs that need attention can be distracting, and delay you from getting things done efficiently.

— *Catbryn Golden, Balanced Environments*



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