

# ORGANIZING CHECKLIST

ISSUE 2 | APRIL 2020

COASTAL ORGANIZING COMPANY



# STEP BY STEP PROCESS

COASTAL ORGANIZING COMPANY

If you're ready to get organized feel free to follow our step by step process below. Make sure you refer back to this process while you complete our organizing checklist. If you feel overwhelmed to complete this on your own we would love to help! If you didn't know we offer virtual organizing sessions and can coach you through the process, keep you accountable, and provide product links to help you create a beautiful, organized space that will last long term! Email me for details if you're interested in learning more.



## 1 REMOVE ITEMS FROM SPACE

Take EVERYTHING out and wipe down space.

## 2 CATEGORIZE ITEMS

This will help you figure out how much you have of each item.

## 3 CLEAN SPACE

You want to make sure you clean the space before you put things away.

## 4 DONATE & PURGE

This is so important! You need to get rid of items you no longer need, use, or want.

## 5 CREATE FUNCTIONAL SYSTEMS

Containers are important to keep items organized long term. Make sure you use containers that fit in your space. Measure your space and order product that fits your budget.

## 6 PUT ITEMS AWAY

Keep like items together. You may need to rearrange multiple times before it fits perfectly.

## 7 LABEL

This is key to staying organized long term. If items are labeled everyone in your home will know where to put items away.



# READY TO GET ORGANIZED!?

## KITCHEN & PANTRY

With all the extra time at home, now is the perfect time to get organized. If you're busy with kids you may not have a lot of extra time, but I recommend tackling one project a day if you can. Follow the steps above to complete these projects.

### 1 PANTRY

Make sure you check expiration dates! Keep like items together. The right containers & labels are important.

### 2 IMPORTANT DRAWER

Instead of calling it a junk drawer I like to call it an important drawer. Because really the only items stored in this drawer should be essential items. Batteries, a lighter, notepads, and pens are just a few examples.

### 3 SPICE CABINET OR DRAWER

Check the expiration dates. There are a lot of different products you can purchase to keep them organized. Check out the container store website for options.

### 4 DRAWERS & CABINETS

Drawer inserts, drawer dividers, shelf risers, & lazy susans will help you get your kitchen organized. Ok, ask yourself, "What are you actually using!?" Do you have multiples of an item? It's important to get rid of items during this process.

### 5 REFRIGERATOR & FREEZER

You may have more than you need at the moment. So do the best you can. Check expiration dates! Keep like items together and label your drawers. Use a chalk marker to label.

# BEDROOMS



## 1 DRAWERS

Drawer dividers keep your clothes nice and organized. File folding also helps you see everything easily.

## 2 NIGHTSTANDS

Do you know what is in your nightstand? What actually needs to be in there? I recommend only keeping items you actually need on a daily or weekly basis.

# CLOSETS



## 1 CLOTHES

Look at every item and ask yourself these questions. Do you love it? Wear it? Need it? Does it fit? If you answer no to any of these questions it's probably time to let it go.

## 2 ACCESSORIES

After you go through them I recommend using baskets to keep them organized. You can also use command hooks to hang bags or hats.

## 3 SHOES

Ask yourself the same questions you did for your clothing.

# BATHROOM



## 1 BEAUTY PRODUCTS

Did you know beauty products expire? Check the bottle for an expiration date. If you have had it for 2+ years it most likely needs to be thrown away.

## 2 MEDICINE CABINET

Check expiration dates. Clear containers are perfect to store medicine.

## 3 TRAVEL SUPPLIES

Create a travel bin. You can even pack your travel bag so you're ready for your next trip.

## 4 DRAWERS

The container store has a variety of bathroom drawer inserts to keep your daily essentials organized.

# GARAGE



## 1 TOOLS

Make sure the ones you use often are easily accessible. Containers and drawer liners help keep tools organized.

## 2 SPORTS GEAR

Clear containers are so helpful in garages. Makes sure you keep each category together.

## 3 HOLIDAY DECOR

Now is the perfect time to go through your decorations to see if there are any items you no longer need or use. Be sure to label each box.