



ORGANISING
QUICKSTART GUIDE
14 days of simple steps

FREE DOWNLOAD

Welcome!

I'm excited that you're ready to start getting organised with this 14 day Quickstart Guide! Now more than ever it's important that we feel safe, calm and supported by our homes. This collection of simple tips is designed to help ease you into getting organised, and to feel more in control of your space, without it feeling like a huge overwhelming project. I hope you find it useful and inspiring.

The aim is to tackle one SMALL simple project every day, spending a maximum of 30 minutes at a time (although even 10 or 15 minutes can make a big difference). As you're working through each space, make sure to take everything out, group like items together, cull anything you no longer need, use or like, and return the keepers to a dedicated zone in that space.

By the end of the next two weeks, your home will feel lighter and more organised, and you'll feel calmer and more in control of your space. You will begin to uncover more ways that your home can support and nourish you.

Good luck and happy organising!

Georgia



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Let's get started!

Write down how you'd like to feel in your home after the next two weeks. What one area or project do you think might have the biggest impact on your feelings of comfort and calm at home?

1. **Create one clutter free zone.**

Decide on one surface or space in your home or office (eg a countertop, bedside table, or shelf) that will remain clutter free at all times. Clear everything off it and every time you find yourself about to put something there 'just for now' take the extra few minutes to put it back where it belongs.

2. **Dive into a drawer**

Start with an easy win. Pick a drawer you use often (junk drawer/ stationery drawer/ bedside drawer) and give it a good going over. Small, clear ziploc bags, cable ties and tupperware containers work well to contain like items eg batteries, coins, loose clips, phone cables etc

3. **Empty out your bag**

Clear out your handbag or briefcase, toss out old receipts and clutter and group the contents into categories eg wallet, technology, personal items. Small inner bags, mesh pouches or containers can keep like items together and make them much easier to find.

4. **Manage your mobile**

Clean up your phone by deleting any apps you haven't used in a while, or move them off your home screen so it looks clearer and less cluttered. Organise some photos into albums so you can find them more easily and delete unnecessary ones, to free up some space on your phone, and on your mind.

5. **Update your medicine cabinet/ first aid kit**

Get rid of any expired medications or out of date first aid items, and take note of any essentials that are missing and need restocking. Organise the remaining items into labelled categories and containers and store safely.

6. **Tame your tupperware**

Get it all out, make sure everything has a lid. Focus on keeping containers that are the same shape so they can nest and save space. I like to store lids in a separate container so they're all together.



7. Edit the pantry (limited edition)

Keep in mind that organising a whole pantry can be a HUGE undertaking - so just focus on ONE section eg the spice drawer/ or condiments shelf for now. Just check expiry dates and toss anything that's old or out of date. Consider donating any extra dry goods, tins, non-perishables and supplies to food banks or charities in need.

8. Review the fridge

Check expiry dates, especially on condiments and sauces, toss old leftovers and dried out veggies. Wipe down shelves and group items together in designated zones for easy access.

9. Consolidate your cleaning products

Round up all the cleaning products from every spot in your house and consolidate or toss any that are empty or that you don't use. Decide on 2 places at most for them to live. Eg Kitchen related under the sink and general cleaning in the bathroom or laundry.

10. Consider your closet

Choose JUST ONE category of item in your closet (maybe one that's taking up the most room) eg shoes or jeans, or jackets and donate, or toss any that aren't in good condition or that you no longer want or need. Enjoy the extra space this creates for the items you use and love.

11. Designate a donation zone

Gather a box/ bag and pick a spot in your home where donations will live until they're ready to be rehomed. Add to it regularly. Contact a local charity/ donations centre to find out about their donations policy.

12. Make the most of each journey

Coffee cups, laundry, bags, notebooks, to do lists, pens, books, shoes - these all have a habit of migrating. When moving through your home or office during the course of the day, get into the habit of taking any items that need to be returned to another room or space as you go. Take 10 minutes today to round up all the migrated items and return them to their homes.

13. Remove the randoms in hiding

Set a timer and do a 15 minute pass of your habitual *hidden* clutter zones. Get rid of useless odds and ends — things like loose buttons, old keys, broken or chipped things, free items you don't need, old catalogues, knick knacks you don't enjoy, extra nails from a furniture kit.

14. Survey your surfaces

Visual clutter is incredibly tiring even if we don't consciously see it. Consider your entryway, kitchen table, kitchen countertops, the front and sides of the fridge, bookshelves, chairs - round up any odds and ends, important papers, clothes, or other materials that are cluttering up these surfaces and put them away somewhere logical to you.

Well done, you did it!

Celebrate your progress and enjoy the results. You deserve it!

How are you feeling now in your home? How does it measure up to your goal from the beginning? I hope you feel proud of yourself for the progress you've made and can take the confidence and skills you've developed from these small steps on to larger projects when you're ready.

Are you feeling inspired to tackle any other areas in your home, or life? Need some extra support, new ideas and someone to help guide you through the process? Get in touch and find out how I can help you.

<http://thrivingspaces.com.au/services/>

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