

Do You Have Homeless Possessions?

First, you SORTED everything. The secret was to grab **one thing at a time**, putting like with like, until you were done!! Second, you went through each pile and PURGED concentrating on **keeping ONLY the things you love, use** and that **enhance your life on a regular basis**.

Now it is time for **Step 3** in my SPASM™ acronym: **ASSIGN A HOME**. This is my favorite part as a professional organizer. It is like a puzzle. I love to help my clients find the best, most logical home - accessible when and where the items are needed.

Here are some tips to consider that will help you assign homes to your items...

USE LOGIC

Ask, "**Where do I use this item?**" Place items as close to where you use them as possible. If you read in a certain chair place a reading basket by the chair. Put the kitchen items most used (plates, silverware and glasses) in a cabinet closest to the dishwasher. If you use sheets on certain beds consider a location in that room.

Ask, "**How often do I use it?**" Place most used items in easy reach. Least used items can be stored in harder to reach locations. Get items you only use once a year out of your kitchen, closet and other high-demand storage spaces.

THINK IN ZONES/CENTERS

Think of the activities that take place in the room. Keep things you use for each activity together in a "zone/center." For example, keep baking supplies in a "baking zone" closest to where you bake. Keep reading supplies (lamp, chair, bookshelf and table) in one area of a child's room to create a "reading center." Gather all drink mixes, teas, coffee and supplies together to make a "drink center."

GET CREATIVE

Measure the space vs. the stuff you are keeping. Will it fit? Try it out. Use sticky notes and think outside the box. Be creative. Have fun! Remember, it is not a life or death decision. If you hate it you can always change it later...but you might just love it!!

Step 3 when organizing is to **ASSIGN A HOME** to each pile of like items. The **secret** to assigning a home is to *use logic, think in zones and get creative!*

ACTION: Ask yourself the questions above. Sketch out the activities that take place in your area. Create zones/centers when you assign homes to your things! Smile!! You are getting organized!!

Start making a list of the containers you need to store these items in because next month I will share the fourth step (with another secret) to organizing...moving forward...finding FREEDOM!



About the author: Tracy Hoth has a contagious passion to share with women how organization and asking the right questions can help move thoughts into actions... dreams into reality! Through her hands-on-organizing, virtual clutter coaching, writing and speaking she inspires women to become who they are meant to be!

Visit www.SimplySquaredAway.com and receive her eBook "Organized...From the Car to the Bedroom" as her FREE gift to you.