

# Get your home organized!

Is your home in need of an organizational overhaul? When you organize your home, it's easier to find items, you reduce clutter, and you'll have room for what you really need. Go through a room each weekend, and you'll be enjoying an organized home in no time.

## ADULT ROOMS

- Empty out the entire closet. Sort clothes into "yes" and "no" piles. Anything that you haven't worn in a year or two is a "no." Items that don't fit (or that can't be tailored to fit) are also "nos." Donate any of the "nos" to a local used clothing drive. Organize the rest with a closet organizational system that you can buy at most home-goods stores, stores or have custom made by a closet-design company like California Closets.

- Also purchase a portable storage closet to store out-of-season clothing and formalwear. Cover with an old sheet to prevent dust and mothballs. Stash in your basement, a spare room or the attic. If you are short on space, many dry cleaners offer summer and winter storage for out-of-season clothing.
- Take advantage of that space under the bed. Fill under-the-bed boxes with linens, blankets and other items.

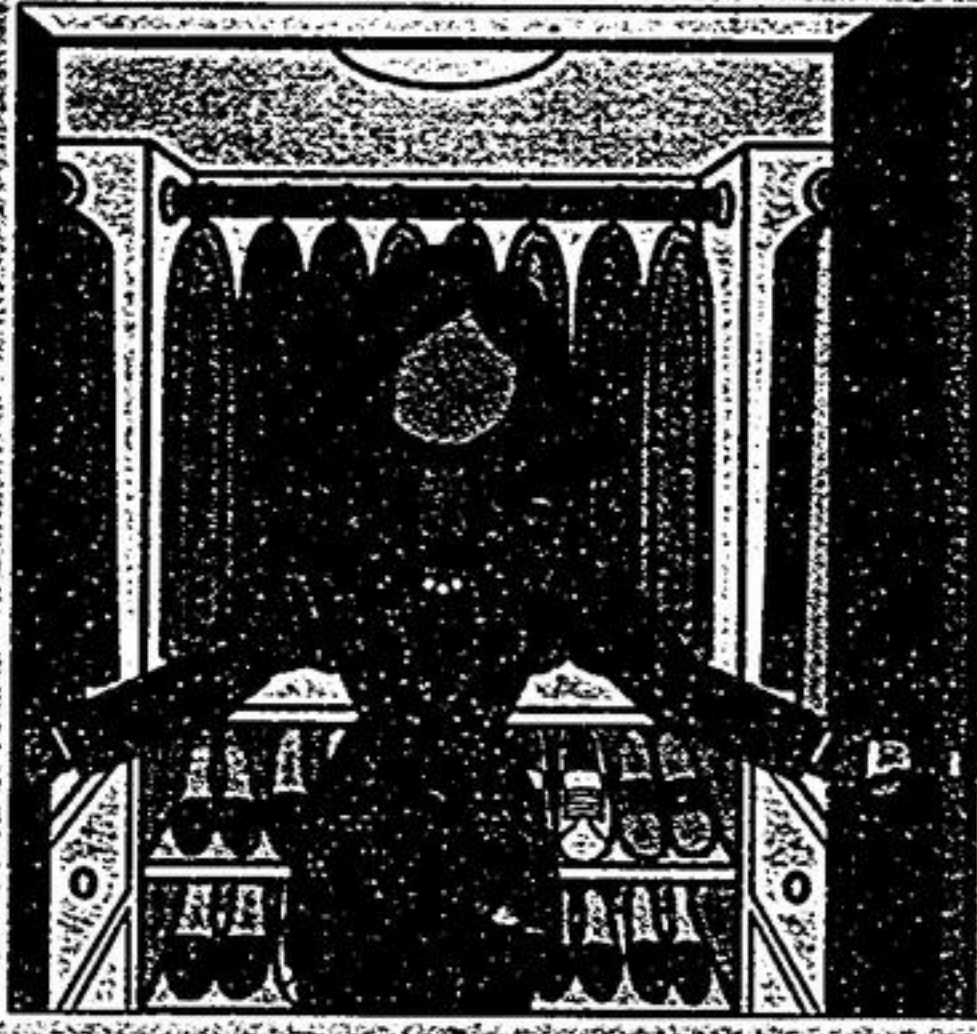
## KIDS' ROOMS

- Organize toys by categories like cars, dolls or puppets, and put into clear bins. Identify boxes' contents with masking tape. Make stacks short so kids can easily reach them.

- Organize clothing as you do your own, hanging shirts and pants in closets, and folding T-shirts and pajamas in drawers. Make sure kids who are old enough to choose their own clothing know where and how all items are stored.

## KITCHEN

- Outfit cabinets with "storage solutions." Pull-out shelves maximize space in a deep pantry. Lazy Susans organize spices in a corner cabinet. Wire racks keep pots and pans tidy.
- Put items near where they are used. Table-



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cloths should be placed near the dinner table. Pots and pans should be located near the stove. Stash cups near the refrigerator.

- Seasonal and entertaining items aren't used on a daily basis. Store them in the back of cabinets.

- Keep only kitchen-oriented items in the kitchen. It's the best way to prevent the build up of clutter.

- Keep track of what's in the freezer and what you need to buy. Mount a small magnetic whiteboard to the refrigerator to track what's in the freezer and when it was frozen. Use another one to jot down your shopping list or your weekly menu.

## HOME OFFICE

- Items that you use the most should be kept on top in an organized fashion. A rotating caddy can hold a stapler, pens, pencils and other office supplies. Papers that you reference often like banking statements can be kept in an accessible file cabinet or desk drawer. Papers that you use less frequently can be placed in the back of a file drawer.

- The trash basket or paper shredder should go near where you open your mail. That way, you can easily discard envelopes and junk mail.

- Organize your home office with rolling carts that have pull-out wire bins. To make it look neater and less conspicuous, cover the cart with a piece of fabric that is slit down the middle, and tape it securely to the top of the organizer.

# Total HOME

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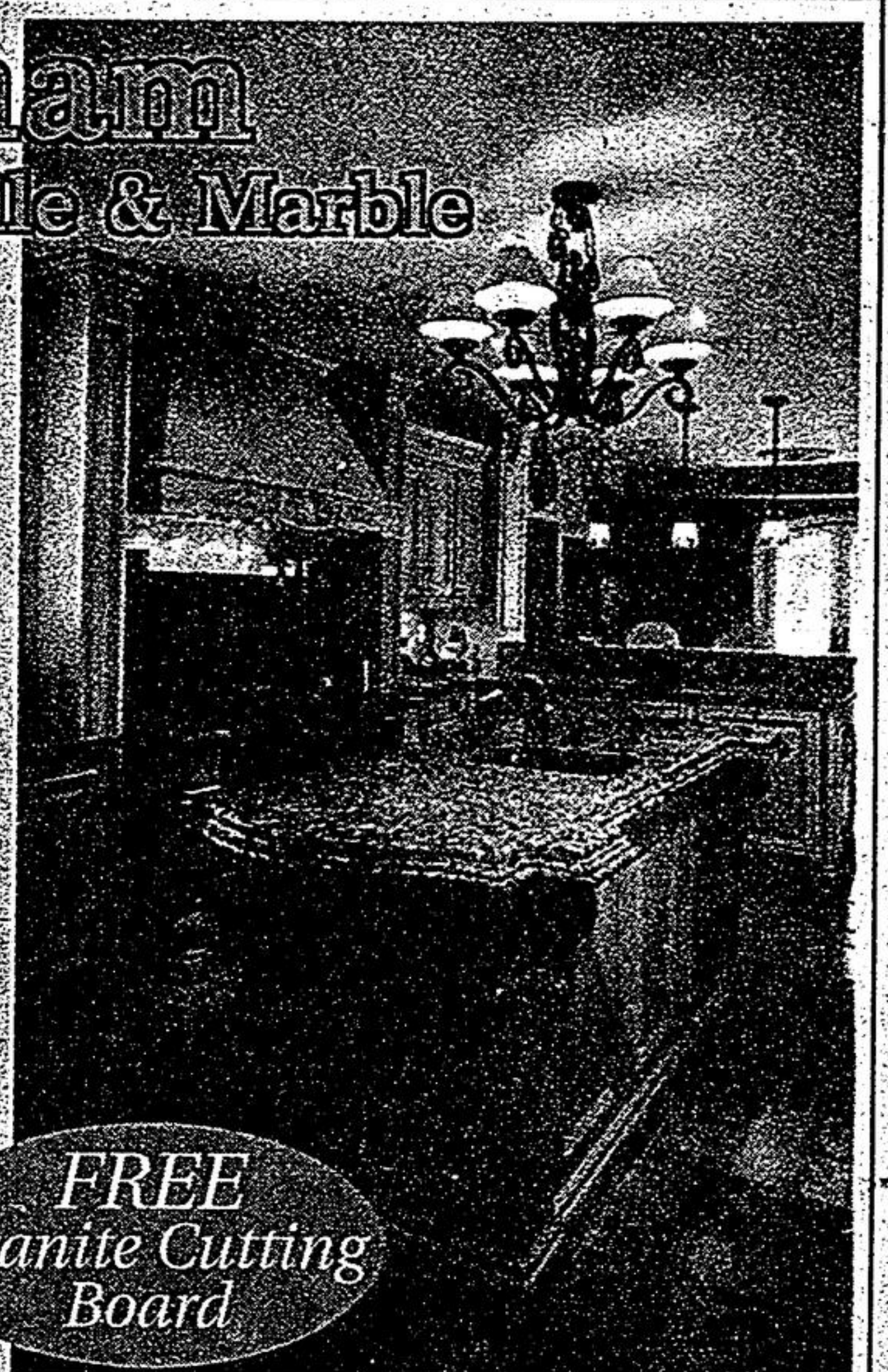
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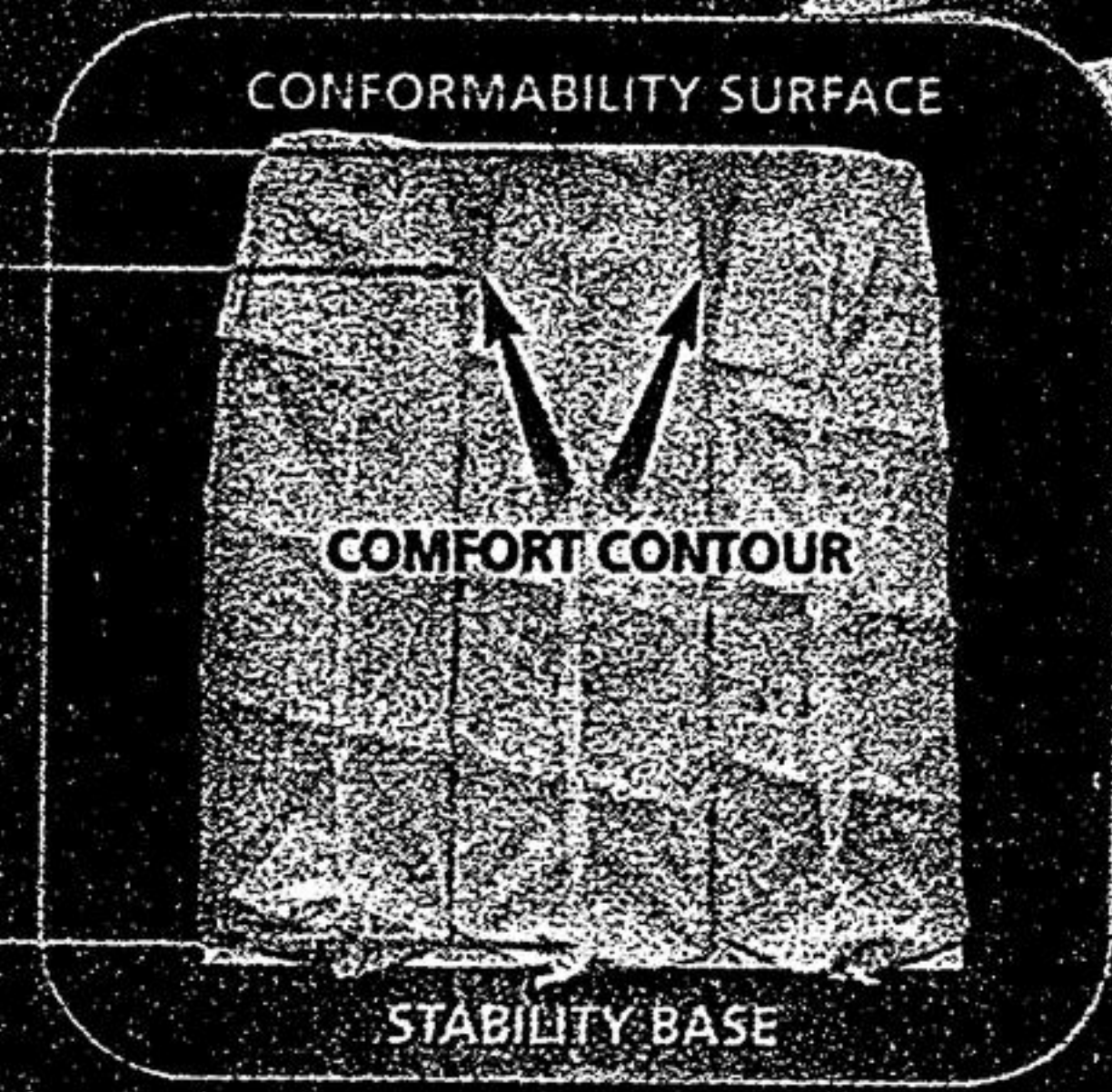
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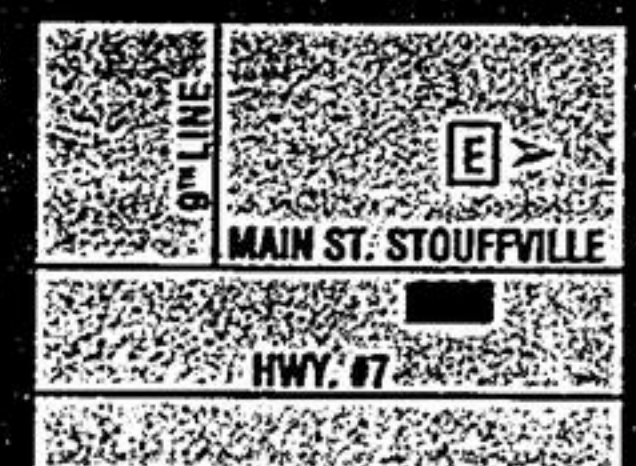
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