

Attack: Getting the Job Done

In this step, you go from disorganized to organized.

1. Sort

In this stage, you group things into categories. You should focus on figuring out what's important to you, and grouping things into categories.

2. Purge

In this stage, you decide what to get rid of and what to keep. Start out with "no brainers"... things that are so irrelevant, broken down, or useless that it would be silly to keep them.

3. Assign a Home

In this stage, you decide where each item in each zone is going. Focus on appropriate sizing, single function storage, logical sequencing, accessibility, and safety.

4. Containerize

In this stage, you take similar items and give them their own containers, so that they will be neatly contained in a single space, rather than mixing with other categories of items. When selecting containers, focus on aesthetics, sturdiness, manageability, and size. Make sure to measure everything before you go shopping, and to label everything after you've put everything into containers.

Measurements

Item	Height	Width	Depth		Item	Height	Width	Depth

Shopping List

Zone	Supplies	Storage Unit	Container Needed

5. Equalize

In this stage, you make sure that everything is working right and fix problems. Set and put into your calendar a two week review date, and a time every night to tidy.

Two Week Review Date:

Tidy Up Time: