

WELL EDITED CO. ORGANIZING PROCESS

What do you want to accomplish during this process?

- Take everything out**
Take everything out from the space/section you are working on.
- Categorize**
Sort and place items in categories.
- Take inventory and space plan**
Take a look at your categories, take inventory and measurements for product (if needed). Plan out where each category will go.
- Product**
Take notice of your style and space and go with a list. Try not to overbuy and look for items that are versatile.
- Put everything back, setup and label**
Put items in place. For wardrobes: fold, color code and swap out hangers. For kitchen or bathroom place items you use the most in front at eye level so they are easy to access. Label but no need to overdo it - you don't have to label if the contents are obvious and easy to see.
- Clean up**
If you didn't do so already deal with donations, trash, relocations, etc. Get everything out the door and into your car and dropped off to the appropriate place.

Reflect on how this process was for you:
