



# CHECKLIST

## 9 Steps to Transform Your Home or Office into the Space of your Dreams (Applies to ANY space from Junk Drawer to Storage Locker)

- 1. Pick One Space** This is crucial! Focus your efforts for best results! If it's a HUGE space, pick one shelf, one side of a closet or room, one smaller area...  
BREAK IT DOWN!
- 2. Take Everything Out** Yes, EVERYTHING! No decisions need to be made here, just take it out.
- 3. Refresh** This is your chance! Wipe it out, sweep, mop, attack the cobwebs, even paint!
- 4. Edit** Most Exciting (Scariest) Step, Some things will be easy, get rid of them! Some you will have a death grip on...Ask these three MAGIC questions:
  - Do you LOVE it?
  - Do you NEED it?
  - Do you CHOOSE it?
- 5. Sort** Put like things together: work out gear, vases, jackets, shoes, art materials.
- 6. Reorganize** Containerize the previously sorted items. This may involve shopping. \*\*Do not shop for containers until you reach this step!\*\*
- 7. Put Back the Keepers** This is where the magic happens! PRIORITIZE what you are keeping. Put the least used items up high or in the back or at the bottom. Make sure that the things you ALWAYS need are front and center, and at your fingertips.
- 8. Beautify** Add something beautiful to the space. A special touch to make you smile the next time you open the door.
- 9. Celebrate!** Take a moment...Turn on some [Jackie Wilson](#) and do a happy dance, sit down with a cup of green tea, take a bubble bath, Brag to someone, take a picture, take a nap! Do *something* to symbolize your transformation!