

SIMPLIFYING & ORGANIZING WITH KIDS

Course Workbook



How to get started
tackling kid clutter so you and your
kids can have more space, less
stuff, and more fun.

BY JANELLE AZAR

WELCOME

Hi There!

I am so excited that you have made the investment to join me inside of the Simplifying & Organizing with Kids Digital Course.

I believe this course will help you transform your home and your relationship to clutter, specifically kid clutter. When you work on simplifying your home with the guidance and framework inside of Simplifying and Organizing with Kids you'll be able to more easily manage the kid things in your home and also work with your kids to create fun and organized spaces for them to relax, play, create in, and enjoy.

What's really going to be a game changer is that you'll be able to feel less overwhelmed by the kid stuff in your home and more organized and in control of your time, your routines, and your space. And by letting go of the stuff that doesn't matter, you'll be able to spend more time on the activities, things, and people that are truly important to you.

I can't wait to help you simplify and organize the kid spaces in your home so you can have a more organized, efficient, and meaningful space.

Janelle Azar

ABOUT ME

Since 2018, Janelle Azar, owner of A Meaningful Space, has been helping busy mommas and families tackle their clutter.

I've been up to my eyeballs in stuffies, American Girl dolls, and arts & crafts supplies when organizing with kids. I'm no stranger to what it takes to transform your space and bring more meaning to your home.



Course Roadmap

Identify the Root Cause
of Clutter



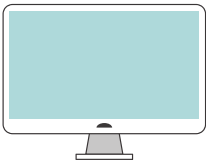
Set Goals &
Expectations



Prep for The Simplifying
Process



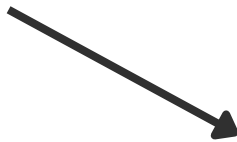
How To Organize and
Create Systems



Donations &
Getting Rid of Things



Decluttering Toys, Books,
Clothes, and More!



Maintaining Your Home
& Systems



Less Cluttered,
More Organized Home





Module One

Lesson 01

The Road To Clutter

I find it's important to know where you've been in order to get where you want to be. So, we are starting at the beginning. by determining how you got to this point. Reflection on this is key because we learn from our mistakes...or at least we hope to!

Contributing factors to clutter and disorganization can be any of the following: lack of time, energy, systems, or routines. Your beliefs, procrastination, perfectionism, lack of focus, and indecision can also play a supporting role.

I know exactly why people have gotten stuck trying to get organized and in this module, we take a look at the entire picture of your lifestyle, your communication with your family, and your goals and expectations for organizing.

This is about gaining a deeper understanding of the "Why" and "How" clutter happens in your home and how to move forward from this point.

taking action now:

HOW DID YOU GET HERE

EVERY ORGANIZING PROJECT HAS A SPECIFIC GOAL. USE THIS WORKSHEET TO IDENTIFY YOUR CONTRIBUTING FACTORS TO CLUTTER, YOUR EMOTIONS ABOUT CLUTTER, AND YOUR CLUTTER STORY.

WHAT ARE YOUR REASONS AND CONTRIBUTING FACTORS TO THE CLUTTER IN YOUR HOME:

WHAT EMOTIONS DO YOU FEEL WHEN YOU THINK ABOUT THE CLUTTER IN YOUR HOME?

WHAT IS YOUR CLUTTER STORY?



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Module One

Lesson 02

Question, Learn, Communicate

Communication can be the key to success when it comes to decluttering and organizing with your children. Communication is about asking questions. It's about having a conversation in a neutral environment with a calm disposition.

I suggest starting with 3 introductory questions for your kids.....what do you like most about your room, what are your 3 favorite things in your room and what is your favorite thing to do in your room.

Asking these questions along with discussing your "why" will lay the foundation for you to begin your journey together decluttering and organizing their items.

Explaining The Why of Decluttering

Parents...this is your opportunity to set the expectations and the rules with your kids. It is your chance to explain why this process is important and what it will mean to everyone in your family. Decluttering and organizing is an important skill that is so often overlooked and not necessarily taught to us. Below you'll find some kid-friendly talking points to help you get started.

Decluttering Reasons for Kids

Talking Points to Help Them Understand the "Why"

1.

When you have too many things:

- you can't easily find what you want
- it can be frustrating to clean your room
- you don't have as much space to play

2.

Having a place for the things that you own will allow you to:

- easily clean your room
- easily find what you want
- enjoy your favorite things
- make space for future items

3.

You can help other kids and parents by donating your things. You have the opportunity to show others that you care and you can share the joy and fun of your gently used items. You can also incentivize giving items away by making a little money if you are going to sell items at a garage sale or online.



“

Too much stuff leads to too little time and too little depth in the way kids see and explore their worlds.

—Kim John Payne

Get the conversation started with your kids.

This process is about working **together** with your kids. Start by asking questions. You want to gain insight into your child's perspective of how they view their things. This is the starting point for any organizing project.

Even if you think you already know the answers...**DO NOT SKIP THIS STEP**. Go into this process by putting aside your assumptions and allowing yourself to have an open mind. Have your child take you on a tour of their room.

If you find it too challenging to be impartial, invite a friend or family member to ask the questions.



QUESTIONS TO ASK YOUR KIDS



01

What do you like most about your room?

02

What are your three favorite toys or categories of toys to play with?

03

What is your favorite activity to do in your room?

TAKE A ROOM TOUR



Another way to ask questions is to go on a room tour with your child to get their perspective.

1. Are there things that you don't like anymore in your room?

2. Are there duplicate items that we don't need to keep?

3. What are the things that make you happy?

4. Are there things that are broken or unfinished that make you sad?

5. Do you have a memory box where you can keep these things?

6. Is there anything you don't like about your room?

7. When you get rid of things that you don't use any more, where do you think those things go?

8. If something is broken, stained, or missing pieces, is it ok to let go of?

QUESTIONS TO ASK YOURSELF

Parents...here is your chance to reflect on your feelings about your kids' belongings and the family home.



As a parent what are the toys you'd like to see go?

Think about what toys are...not age appropriate, not played with on a regular basis, messy, obnoxious, broken, too many pieces, etc.

What space(s) in your home will the majority of toys live?

One of the big reasons we can't control our things is because they don't have a proper home or because they have too many homes. Settle on no more than 2 spaces for the majority of toys in your home.

How are all the ways that kid clutter arrives in the home?

Things come into your home from many places and people. It is important to identify what and who is contributing to the accumulation of stuff.

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Module One

Lesson 03

Set Your Goals & Expectations

Great success comes from setting intentions and goals. This is specifically in relation to what you'd like to achieve as an individual or as a family.

When you connect with your "why" - the journey becomes less difficult and allows you to embody the practice of what you're trying to achieve - getting into the groove of simplifying and letting go.

Learning to let go is a life-long skill that can be taught and can bring with it a lot of happiness and joy.

WHAT DO YOU WANT TO ACHIEVE



There could be many different reasons "why" you are ready to take this step to simplify and get organized. When you can determine and understand the "why" the journey becomes less difficult and allows you to embody the practice of what your trying to achieve.

List Your Top 3 - 5 "Why's" Below

Example of some "Why's" could be....a calmer environment, less stress and less overwhelm, more time and freedom etc.

SMART GOALS

WHEN SETTING GOALS, MAKE SURE IT FOLLOWS THE SMART STRUCTURE. USE THE QUESTIONS BELOW TO CREATE YOUR GOALS.

S	<u>SPECIFIC</u> WHAT DO I WANT TO ACCOMPLISH?	
M	<u>MEASURABLE</u> MEASURE HOW YOU ARE MAKING PROGRESS.	
A	<u>ATTAINABLE</u> ACCOMPLISH YOUR GOAL IN A REASONABLE TIMEFRAME.	
R	<u>RELEVANT</u> ALIGNING YOUR GOAL WITH LONG-TERM OBJECTIVE.	
T	<u>TIME BOUND</u> SETTING A REALISTIC YET AMBITIOUS END DATE.	

Goal Planner

The Goal:

The Strategy:

Steps to Take:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Other Notes

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Module Two

Get Ready To Organize

Lesson 01

Now it's time to get down to the business of editing the kid stuff in your home. I get how overwhelming this process can be. When you're in a mountain of stuff you begin to feel like you've bitten off more than you can chew. We're going to eliminate overwhelm with guidelines for where to start, what to keep, what to toss, and where to take the things that don't make the cut.

Having the right supplies on hand and ready to go will help keep you on track as you work through the simplifying process.

Simplifying and Organizing

CHECKLIST

Being prepared and having all the supplies on hand ready to go will help keep you on track as you work through the simplifying process. A pro tip: Our phones can be a major distraction. Put your phone in another room so you're not reaching for it out of habit.

- ☐ A copy of your goals as a visual reminder
- ☐ Clear trash bags for donations and black trash bags for trash
- ☐ Boxes for heavy donation items
- ☐ Schedule your donation appointment
- ☐ Another room bin for items that go elsewhere in your home
- ☐ Timer or alarm to help keep you on track
- ☐ Schedule a time to do your first edit without the kids

ADD SOME FUN!

Add fun elements to help encourage kids to get moving and to keep the mood light and lively. This is a great way to get kids motivated for the Simplifying and Organizing process.

Here are a few great ideas to try!



ADD MUSIC INTO THE MIX

- Take turns playing D.J. Put on your favorite songs and make a donation dance.
- Use music as your time indicator. Clear the clutter for 3-5 songs. Pick an amount of items to donate during the time length of a song.
- Music is known to increase productivity and decrease stress.



GAMES & ORGANIZING = FUN

- Have a scavenger hunt picking 3 things to donate. Pick an item of the week to declutter and set a time limit to gather as many as possible.
- Decluttering competition. Check off who has donated the most each week.
- Dress up in costume.
- Make it a race. How many items can you donate in 5 minutes?



REWARD SYSTEM

- Have a sticker chart and when it is all filled - Your child gets to go on a ice cream date, or movie of their choice etc.
- Accomplish your simplifying goal for the week and earn a reward like a movie and popcorn night.
- Keep the rewards simple so you avoid having any more to manage.



Donation Goal Chart

Put a sticker for every donated item.

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Module Two

Let's Talk Toys

Lesson 02

Toys teach our kids about themselves and about the world. But I believe that kids don't need toys to be creative or imaginative. Marketing and advertising has given us the opposite idea because they are trying to sell us things. This has played a critical role in consumerism by encouraging us to buy the latest and greatest in toys, electronics, and more.

Kids will have several benefits from having fewer toys including like increased attention span, better social skills, more creativity just to name a few.

I like to think of the things in your home as your personal inventory. Every item you have is something that needs to be managed and cared for. And it's important to have kids understand how to manage the "inventory" as well. With saying that...

The true question is... "How much inventory do you want to manage in your home?"

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This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Home Assessment



01

Would you say you own too many, too few, or the right amount of toys?

02

Is there a category of toys that is overflowing right now?

03

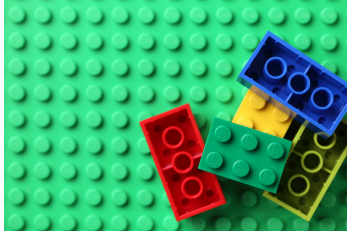
Do you have a limit or boundary in place to contain toys?

Toys To Go!



- **Broken, stained, or missing pieces:** Purge all the broken, stained or missing pieces toy. This can also include things you have intended to fix or get replacement parts for and have yet to do so.
- **Toys you were roped into buying:** Toys that are “Fads” things that were bought because everyone else has them or toys that encourage kids to be part of their marketing by offering rewards or points or incentives to invite friends.
- **Toys that are too elaborate:** Toys that are elaborate and don't allow children room to be creative or imaginative. Think about things that break easily or are really complicated or also things that have only one purpose.
- **Toys that are not age appropriate:** These toys can be things they are too old or too young for.
- **Multiples or duplicates:** These toys are the many versions of a toy like 10 monkey stuffies or 4 science kits or 8 types of race cars.
- **Toys that annoy:** Toys that Annoy are usually purchased by someone other than a parent. Toys that are noisy, cheap, or ugly.
- **Toys that are tied to TV or Movies:** These toys are more marketing to buy into the entertainment industry.

Toys To Keep!



- **Toys that are simple:** Simple toys will be multifunctional ones that encourage active learning and require your child to manipulate them before they work.
- **Toys that encourage physical activity:** Active toys encourage large movements of the body. Besides burning off energy and developing gross motor skills, activity is also really good for learning.
- **Toys that inspire creativity.** Creative play involves any object that sparks the imagination and promotes creative expression
- **Toys that foster imagination:** Imaginative play, or make-believe as it is sometimes referred to, occurs when a child role-plays experiences of interest, such as playing 'school' with their toys. Children may engage in imaginative play alone or with others.
- **Toys that promote social interaction:** These are toys that can help them improve their social skills and make friends,
- **Toys that provide an experience:** These are toys that are typically sight, sound, and touch based.

When Your Child is Sentimental

While most kids are able to let things go that are outgrown or not used, some kids have more trouble with this concept and they will look to you for guidance and support.

Below are some strategies that may help your sentimental child.



Help kids recognize that we enjoy things for a season or a time and then once we aren't using it or enjoying it anymore let's pass it on to someone else who can enjoy or use it.



Take pictures of items in order to help preserve a memory.



Involve them in problem-solving and solutions to the too many toys situation.



Break down the simplifying task to lessen overwhelm. Ask your kiddos to pick their 5 favorite stuffed animals or to fill a donate box with items that they are willing to part with.



Make them financially responsible for purchasing toys that they consider must-haves.



Use a reward system as we mentioned in the last lesson. This can work well especially when your child gets to choose the reward.

Toy Vacation



Toy Vacation is a strategy about taking toys out of sight and into storage for a few weeks or months at a time.

This strategy can help when you on the fence or unsure if your child will miss an item, but you have to decide if it's right for you.

Fill each bin or box with toys that you would like to put on vacation and make sure to put a time limit and a label on each box or bin. If the items aren't asked for then donate after the date.

Use the following pages to help you organize your toy vacation system.

Toy Vacation Organizing System

Contents		Date	
Storing Location			
Storing Duration Date		Person Managing	
Donation Center			

Contents		Date	
Storing Location			
Storing Duration Date		Person Managing	
Donation Center			

Contents		Date	
Storing Location			
Storing Duration Date		Person Managing	
Donation Center			

Toy Vacation Organizing System

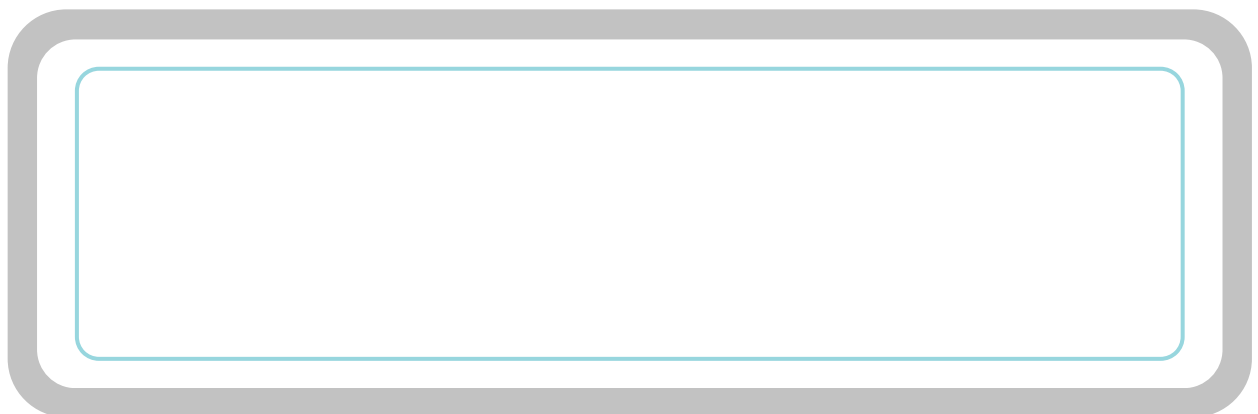
Contents		Date	
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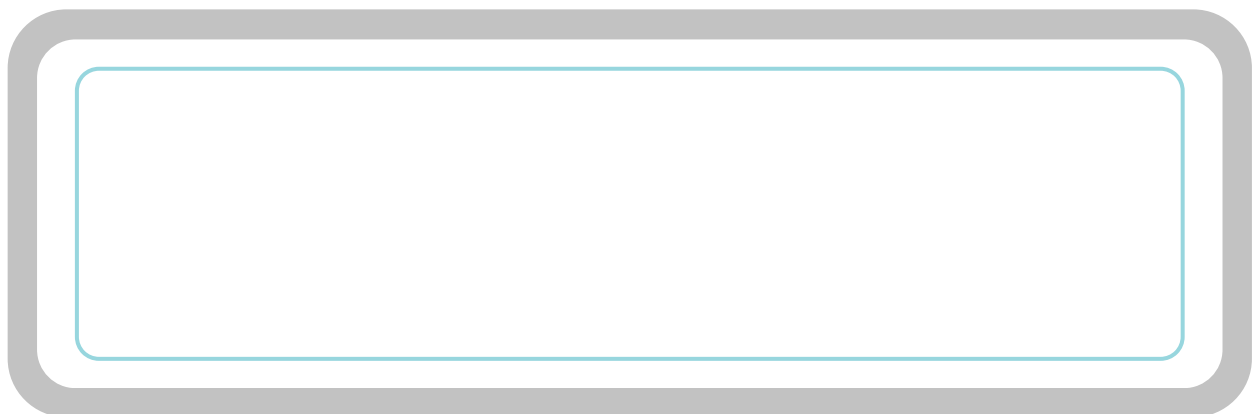
Toy Vacation Organizing Labels

Label each bin or box with a date and what it contains.



Toy Vacation Organizing Labels

Label each bin or box with a date and what it contains.



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Module Two

Books, Clothes, & Papers...Oh My!

Lesson 03

The volume of kids' books, clothes, and papers that children can accumulate can become very difficult to manage if they are not simplified and organized.

You might be asking yourself, is it really that bad having a lot of books? Or having an abundance of cute clothes in different sizes that are readily available. Or keeping all those papers that enter your home just in case one day you want to look back.

But, just like too many toys, too many books, clothes, and kids' paper can become overwhelming very quickly,

When you have too many of an item, the question becomes are you truly valuing and appreciating each and every item you own?

Having less to manage in all categories of kid items will help simplify your home and your daily life.

Let's Talk About Books



Question 1. How many books can my child manage?

Question 2. How quickly can my child pick out a book to read?

Question 3. If I got rid of too many books, can I easily replace them?

Encourage the Love of Reading



A love of reading opens the door to adventures, introduces new friends, and increases vocabulary and grammar skills. If a child loves reading, there's a good chance for success in other parts of life, too.

Spending time with books also creates special moments for you to bond with your child and enjoy each other's company.

Just 10 to 15 minutes a day with a book is enough to spark your curious little one's interest.

Tips On Fostering A Love Of Reading



Read To Your Baby

When you read to your baby, they hear you using many different emotions and expressive sounds. This supports social and emotional development. It will encourage your baby to look, point, touch, and answer questions. and improve language skills by copying sounds, recognizing pictures, and learning words.



Show Them Your Love Of Reading

It is important for children to see reading as something fun and pleasurable to do rather than a difficult task. What better way to teach this than to show them the ropes yourself!



Read What Interests Your Child

Encourage children to express what they like about their books, and find more books like those. This can show them that books are a tool for learning more about the things they care about.



Make It A Routine

Making reading an enjoyable part of your child's life starts with incorporating books into your daily routine.

Simplifying Kid's Clothes

Simplifying the clothes that your kids have can simplify your daily life. Chores like laundry become easier. You are able to find what you need when you need it. And simplifying clothes can also eliminate decision fatigue for you and your child.

Below are some strategies to help you simplify and pare down.



Before starting to pare down make sure you are current with laundry.



Set aside any favorite items that you child wears regularly.



Eliminate items that aren't in good condition.



Keep only current sizes accessible.

Kid's Papers And Artwork



With all the papers that come into your home from your little ones, I understand it is very tempting to keep every work of art and school project. It's hard to know what's important and what's not. If you ask your kids, they'll most likely tell you to keep everything. I've found it helpful to create criteria for which school papers to keep and which to let go of.

I have a simple outline that I recommend when you are sorting through your children's papers and deciding what to keep and what to toss.

Helpful Guide

Preschool Years

Kids' Paper To Save:

- Handprint/footprint artwork
- Paintings/drawings that show some skill
- Handwriting/sentences that share this station in life
- Quality photographs from the teacher
- Evaluation forms/reports from teachers

Kids' Paper To Toss:

- Coloring pages
- Cut/glue worksheets
- Bulky items
- Anything with glitter
- Notes from friends

Elementary Years

Kids' Paper To Save:

- Quality writing assignments
- Artwork that shows creativity/skill
- Certificates or Awards
- Report Cards
- Complimentary notes from the teacher/administrators

Kids' Paper To Toss:

- Worksheets
- Returned Tests
- Notes from the school nurse
- School correspondence
- Old workbooks

**Always ask yourself this one question - Is this item worth saving for 20 years?
Will my child get joy from seeing this again?**

Tips for Simplifying Kids' Papers



- 1** Curate your kids' art. Think of your kid's art like you would art in a museum. Only the most important pieces get wall space.
- 2** Set storage boundaries like an art box for your child to help if they are having trouble letting go. This gives the art a defined boundary, acknowledges the value of their efforts, and also allows kids the control to make choices about what to keep and what to let go of.
- 3** Give some away to relatives or friends. This allows your kids to share their gift of creativity with people they care about.
- 4** You can take photos of artwork however please note that this will be something else for you to manage.

Home Assessment



What's the right number of kids books for you and your family?

Can you remove 10 items of clothing from your child's room right now? More?

What type of defined storage will work for you for kids artwork and papers?

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Module Two

Let It Go...Time To Donate!

Lesson 04

One of the biggest reasons to donate items is because it's relevant to your overall goal...simplifying!

And by donating your gently used or maybe even brand new items you're also helping others who are less fortunate.

One of the biggest roadblocks to organization can be the actual donation or getting rid of the items.

Scheduling your donation appointment is a crucial part of the simplifying process.

Having a donation date will hold you accountable to donate your items after you have decluttered.

Donation Centers



GOOD WILL

Contact Name: _____

Address/Phone Number: _____

Donation Restrictions: _____

Your Donation Drop Off Date: _____

SALVATION ARMY

Contact Name: _____

Address/Phone Number: _____

Donation Restrictions: _____

Your Donation Drop Off Date: _____

VIETNAM VETERANS

Contact Name: _____

Address/Phone Number: _____

Donation Restrictions: _____

Your Donation Drop Off Date: _____

LOCAL CHARITY

Contact Name: _____

Address/Phone Number: _____

Donation Restrictions: _____

Your Donation Drop Off Date: _____

To Sell Or Not To Sell

Ask yourself this question - Do you have the time to manage selling your items.

Garage Sale:

- Pricing and tagging all items
- Devoting an entire day or days to selling the items.
- Time to set up and tear down.
- Packing up unsold items.
- Worry about the weather. Holding onto your items until weather permits.



Selling Online:

- Choosing the right online platform to sell your items.
- Monitoring online platform for sales.
- Having supplies on hand package your items.
- Time to go to post office or UPS to mail packages.



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Module Three

How To Organize Toys

Lesson 01

There are many ways to organize toys and also about a million organizing products to choose from.

Finding your personal style and what works for you and your family for organizing is the key to success. And don't get discouraged if something doesn't work out, because sometimes it's a bit of trial and error to find the right fit. And the right fit looks different for everyone so incorporate what makes sense to you.

And because organizing products are so fun and functional we will discuss our favorite products for play spaces, bedrooms, toy storage, memorabilia, and more so you don't have to spend hours searching online for the right items for you.

Toy Zones and Categories

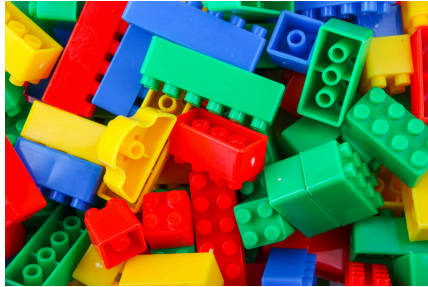


What is your preferred method to group your toys?

List your toy zone categories.

Draw out your toy zone area.

Grouping By Toy Category



When you group by toy category, try not to get too specific. By keeping your categories a bit broad you help kids intuitively understand where toys belong and it helps with the long-term maintenance of your home.

BELOW IS A HELPFUL GUIDELINE OF TOY CATEGORIES



Action Figures



Animals



Cars



Construction Toys



Creative Toys



Dolls



Educational Toys



Electronic Toys



Executive Toys



Food Related Toys



Physical Activity



Puzzles



Science and Optical



Sound Toys



Spinning Toys



Wooden Toys

Guidelines For Containing Toys



STORE LIKE ITEMS TOGETHER

By storing like items together every toy category has a home.



STORE AT AGE APPROPRIATE HEIGHT

Storing at age appropriate height for younger children will make packing away their toys a lot easier and also enable them to initiate play without the help of a parent.



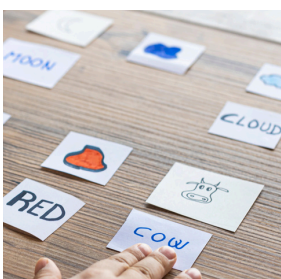
DON'T CROWD OR OVERFILL

Stuffing too much into a space is a guaranteed way to create a mess. Make sure to space out the baskets or individual large toys on the shelves so that it is obvious where they should be returned.



CHOOSE APPROPRIATE SIZE BINS

Storage bins should be appropriately sized for your child, and should be appropriate for what you're containing. Nothing too big or too deep (don't want it to become a bottomless pit).



USE AGE APPROPRIATE LABELS

Picture labels are great for kids and once your kids are reading you can incorporate words or go all out and have a combination of them both!

Shopping For Toy Storage



Kids are very visual so if they are able to see things, they are more likely to use and play with them. Below are links to my favorite toy storage options.

Happy Shopping!

[6 Cube Storage Shelf Organizer](#)

[Storage Ottoman Cube](#)

[Nursery Room Shelves](#)

[mDesign Plastic Modern Storage Organizer Bin Basket](#)

[mDesign Large Fabric Stackable Closet Storage Organizer Box](#)

[Set of 6 Plastic Storage Bins](#)

[Clear Plastic Storage Bins With Handles](#)

[mDesign Plastic Portable Craft Caddy](#)

[3 Tier Metal Utility Cart](#)

[3 Drawer Medium Cart](#)

[The Home Edit Everything: Stacking Bin](#)

[mDesign Lazy Susan Turntable](#)

A DEDICATED NOTES SPACE

Budget for organizing products.

Comparison shopping for toy storage options.





Module Three

How To Organize Kid Clothes

Lesson 02

One of the best kept secrets to getting control of your kids' closet and organizing their clothes is making sure there are adequate kids' clothes storage solutions in the space.

By organizing kids' clothes you'll be able to have your kids keep their rooms tidy, find what they need when they need it, not be surprised when something doesn't fit.

An organized closet allows them to pick out their own clothes and get dressed, and also help with the laundry routine by putting away their clothes.

The benefits to you and your home are substantial and all the more reason to find a system that works well for you and your kiddos

Favorite Kids' Clothes Organizing Tips



Keep only the current sizes visible and accessible.



Create categories...seasonal, dressy, school, uniforms, play, etc.



Have your child help you fold and/or hang clothes.



Add wall hooks for frequently worn items.



Invest in uniform hangers that fit your child's clothes



Make clothes as visible as possible.



Add storage solutions to your child's closet.



Hanging sweater organizers, add bars, cube units, and bins to help maximize your space.



If your budget allows consider a modular system.

Folding vs. Hanging Kids' Clothes



Folding:

- T-shirts, jeans, shorts, swim, socks, underwear.
- File fold vs. laying flat.
- Label drawers or use drawer dividers to help maintain stacks and categories



Hanging:

- Can your kids reach these items?
- Dressy items, school uniforms, hoodies,
- Using the right type of hangers.

What items will you hang?

What items will you fold?

Clothes Organizing Products



Here are some of my favorite go-to organizing products for kid's clothes to help maintain systems.

Happy Shopping!

[Kids Velvet Non-Slip Hangers](#)

[Adjustable Bamboo Drawer Dividers](#)

[6 Tier Shelf Hanging Closet Organizer](#)

[Kids Coat Hook Rack](#)

Hand Me Downs & Off Season Storage



Hand Me Downs:

- Be selective about what you keep.
- Keep separate from current fitting items.
- Have a system that includes specific labels.

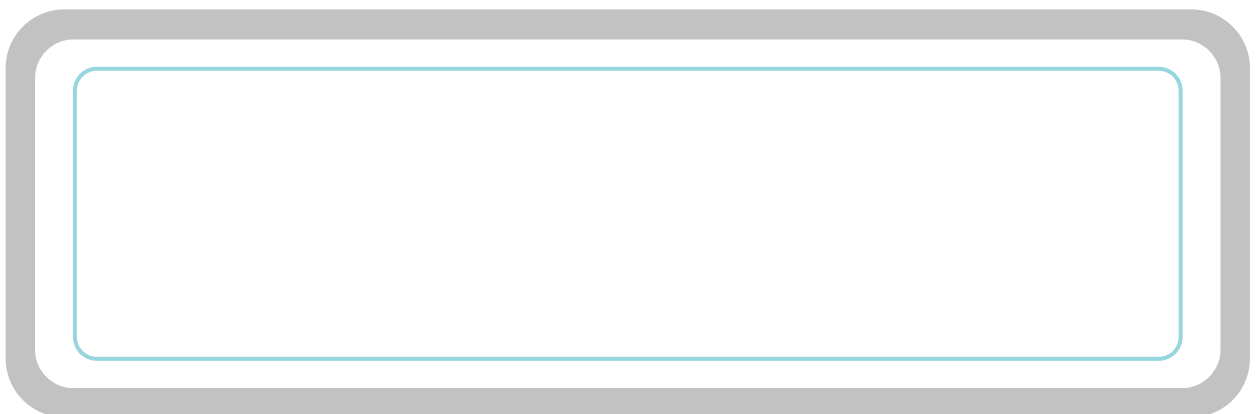
Off Season Storage:

- These items take priority space over hand me downs.
- Works well if you're tight on storage space.

Where will you be storing your hand me downs and out of season clothing?

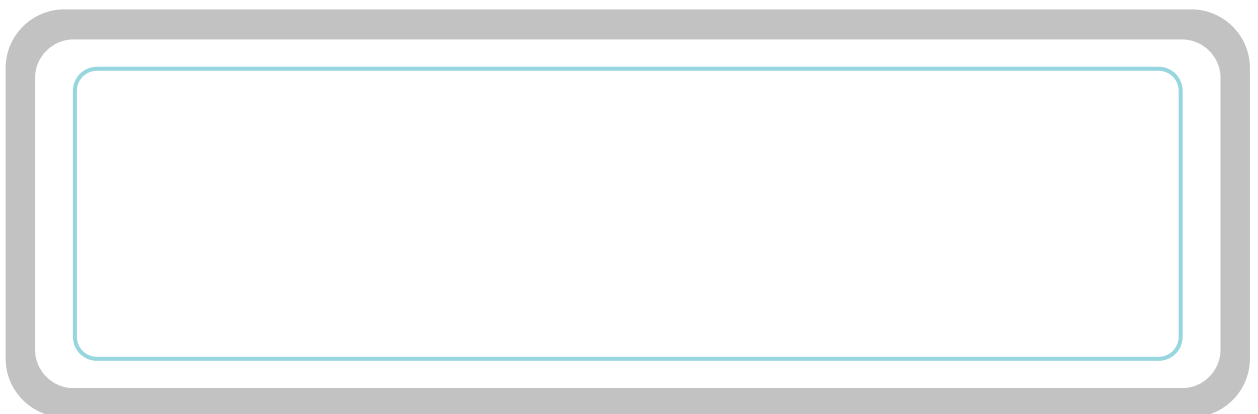
Clothing Storage Labels

Label the bins with child's name, sizes, seasons, and even styles of clothes like pants, tops, sports uniforms, etc.

A large rectangular label template with a thick gray border and a light blue inner border, intended for labeling a clothing bin.A large rectangular label template with a thick gray border and a light blue inner border, intended for labeling a clothing bin.A large rectangular label template with a thick gray border and a light blue inner border, intended for labeling a clothing bin.

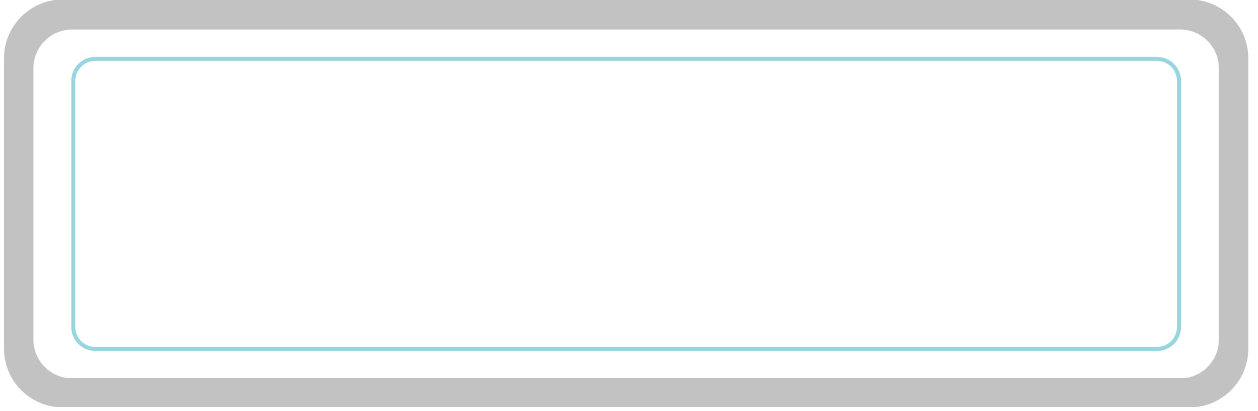
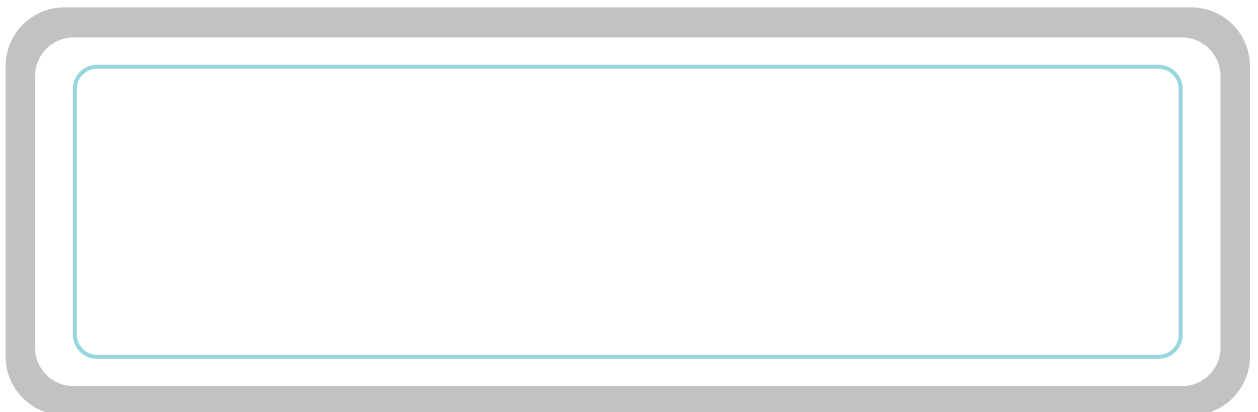
Clothing Storage Labels

Label the bins with child's name, sizes, seasons, and even styles of clothes like pants, tops, sports uniforms, etc.

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Module Three

How To Organize Kids Books & Paper

Lesson 03

If your kids are avid readers books may not stay "organized" for long.

In this lesson, we are going to keep it simple when it comes to organizing your books. It is a good idea to not expect a level of perfection here, and that's a good thing because that means they are reading.

There are many different approaches you can take when organizing your

kid's books and paper work. It's finding the right system for you and your family to ensure you are able to maintain the systems you have put in place.

Book Grouping Options



Keep younger kids books at an easy to reach level and older kids books up higher.



Tiny board books can group together, larger picture books group together and so on.



Color is a fun option and may make it easy for kids to put books back. But if you're looking for a specific book it may take a little longer to locate by color.

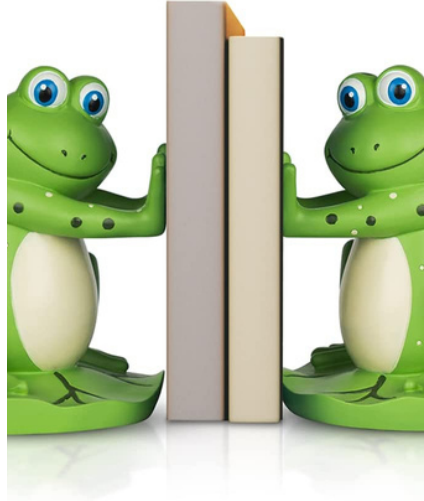


Keeping book series together make it easy to locate your next book in the series as well as easy to put back the one they are finished reading.



Usually these books aren't read all year round and by grouping them together it makes them easily retrievable when it's time for snow or Christmas or Easter.

Book Organizing Products



Here are some of my favorite ways to store kids books in your children's bedrooms that are visually appealing.

Happy Shopping!

[Floating Nursery Book Shelves](#)

[Kids Book Ends](#)

[2 Tier Stackable Kids Book Organizer](#)

Kid's Paper

ORGANIZATION SYSTEMS



Command Center

A command center is a place where all paperwork can be sorted immediately when brought into the house. Command centers should be highly visible in either a mudroom, kitchen, or office. Once you have an easy-to-use system in place, teach your entire family how to use the command center.

Action File

An action file is where you can store those papers that need to be signed, along with signup sheets, the school lunch calendar that you will need to reference at some point, and any other important papers that need to be kept, but not filed away.

Binder

A binder is an option if you don't keep a ton of school papers and desire a higher level of organization. Keep the binder for the current school year only and then move it to a memory bin or discard the papers at the end of the year.

Memory Bin

Memory bins keep kids' papers and memorabilia organized by age or grade and offer a safe place to store special and sentimental items all while offering a limit as to what can be kept.

HOW TO MAKE A MEMORY BOX



STEP 1

- Pick A Memory Box Theme.
- What kind of memory box do you want to make?
- There are memory boxes for all sorts of occasions, so clearly identifying what kind of memory box you are making is an excellent place to start.

STEP 2

- Choose a box that feels special and meaningful to you or for the person you will be presenting the box to.
- There are so many beautiful memory boxes available for purchase, or you can upcycle almost anything that's box-shaped into a keepsake box for your precious treasures!

STEP 3

- Decorate your memory box.
- Grab your art supplies and be as creative as you like.

STEP 4

- Its time to put your memorabilia inside your box.
- Memory boxes should be a well-curated place to store your sentimental items.
- These can be mementos from a specific event, keepsakes from loved ones, travel souvenirs, etc.

STEP 5

- Organize your memory box.
- Keep your memory box tidy by using vertical storage or smaller boxes or bins to organize the inside.
- You can use special organization boxes designed for this purpose or upcycle any boxes, tins, or small containers around your home.

Going Digital



What does going digital mean?

Going digital is a great option for keeping your children's school and artwork without adding clutter to your home! Living in the digital age means it's relatively simple to create a digital copy of paintings, drawings, and other art masterpieces. You can also create photo art books. These books allow you to organize and preserve your memories in a way that is both original and personal to you.

The Class Keeper app from Denise Albright helps you safely keep all the best childhood memories as they are happening or from years past. It's your private placeholder for unlimited photos and stories.

To learn more about this great resource click the link below.

[Class Keeper App](#)

A DEDICATED NOTES SPACE

How you will group and store books in your home?

Where will your kid papers will be collected? What system will work for you?





Module Three

How To Organize Electronics & Sports Equipment

The last two categories that we're going to talk about organizing are electronics and sports equipment.

These categories often don't take up as much space in a home as clothes or toys, but without a proper organization system in place devices, cords, and gaming systems can become a tangled mess. And helmets, cleats, and pads can easily go missing.

Today technology includes a wide range of devices for each member of the family. It's easy to see how all of these things can start to take up space in our homes.

And to help rein in the sports items we'll provide some guidelines and ideas to get you better organized so you can focus on being a great cheerleader for your kids and also making it to games and practices on time.

Lesson 04

Organizing and Storing Electronics



List all devices to store and decide where they will permanently live.

Electronic Device	Permanent Location

Electronic Organizing Products



Here are some of my favorite ways to organize electronics.

Happy Shopping!

[Charging Station for Multiple Devices](#)

[3 Tier Metal Utility Cart](#)

[50 Pieces Cable Labels Multi-Color Cord Labels](#)

[Countertop Baskets](#)

[Velcro Brand ONE-WRAP Cable Ties](#)

Team Sports Equipment List



Create a list of all the sports equipment you own in your home and assess where you would like its permanent location to be. Sports items that are usually things that need to be readily accessible for practices and games should be stored in a place that is highly visible. **Make sure to highlight what will be saved for another child.**

Team Sport Items

Permanent Location

Recreational Play Items



Create a list of all the recreational play items you own in your home and assess where you would like its permanent location to be. These items are typically seasoned based so take that into consideration when you are deciding to where to store these items.

Recreational Items

Permanent Location

Go-to Sports Items For Your Bag And Car



Having a sports bag or car packed with all the essentials can make all the difference when you are headed from one sport to next. Below is a list of items that you can have on hand to keep you more organized and less stressed getting your kids to where they need to be.



Comfortable Portable Chair



Water Mister



First Aid Kit



Blanket



Sports Umbrella



Hand Warmers



Sunscreen



Snacks



Water Bottles



Portable Speaker



Elctrolytes



Activities For Little Ones



Insta Cold Packs / Cold Towels



Bug Spray



Uniforms



Sport Equipment

Sports Items Checklist



Create your own sport item list depending on your child's sport and needs.

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

NOTES

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Module Four

Limits & Boundaries for the Stuff in Your Home

Lesson 01

Being organized is about maintaining those systems that you've put in place. Think of being organized like you would a routine oil change for a car or a filter change for your furnace. Completing minor adjustments and inspections to keep your household and organizational systems running smoothly is the secret to having an organized home.

And if you've followed the advice and guidance by creating systems that work for you and your family, the upkeep should be pretty painless and well worth the investment of your time.

Limit What Comes Into Your Home



One In, One Out Rule

You and your kids can add items that you need or want but only if you're able to donate or let go of something you already own.

Needs vs. Wants

Determine if things they "want" are wants or needs and talk about it with your kids. If your kiddo is begging for the latest and greatest item or toy put it on a "wish list" for an upcoming holiday or event and don't give in to buying it RIGHT NOW.

Ditch the Freebies

Have a time limit on prizes from school and birthday parties and any other "freebie" type items that make their way to your doorstep. These items are often cheap, easily broken, and don't have staying power.

A Designated Home for Items

If you're thinking about adding an item to your home, ask yourself and ask your kids...where will this item live? It's important that the things in our home have a designated space.

Give Experiences Over Gifts



I've rounded up my favorite creative consumable and experience-based gifts – minus the side of clutter.



Movie Tickets



Passes to Amusement Park



Dance Classes



Music Classes



Mini Golf



Paint Your Own Pottery



Dance Classes



Swimming Lessons



Special Grandparent Outing



Passes to Trampoline Park



Zoo Membership



Athletic Classes



Kids Cooking Class



Art Class



A Week of Camp



Tickets to a Sports Game



Digital Books



Streaming Service

A DEDICATED NOTES SPACE

What limits do you have in place for the things coming into your home.

Who will you need to set gift boundaries with?





Module Four

Routines & Declutter Dates

Lesson 02

Maintenance and routines are critical to the longevity of your home's organization. Part of maintenance is establishing routines and creating habits. By doing so you can continue to live the simplified and organized life that you desire for yourself and your kids.

Creating new habits isn't something that magically happens to us. We need to actively put in the effort if we want to achieve goals and maintain them..

Research has shown that creating routines can be beneficial for your mental health, better overall health, less stress, better productivity, and better outcomes for kids!

Daily routines and maintenance will allow you to live the simplified and organized life that you desire for yourself and your kids.

Daily Cleaning Routine Ideas For Kids



DAILY ROUTINE IDEAS (AGES 2–3)

- Put toys where they belong
- Throw trash away
- Wipe spills and messes
- Put clothes in the hamper

DAILY ROUTINE IDEAS (AGES 4–5)

- Wiping down counters
- Help load or unload the dishwasher
- Make their bed.
- Empty wastebaskets



DAILY ROUTINE IDEAS (AGES 6–9)

- Vacuum or sweep the floor
- Sort and fold their own laundry
- Feed family pets
- Pick out their own clothes

DAILY CLEANING ROUTINE IDEAS (10–15)

- Wash and dry the laundry
- Empty trash bins and take trash bags out
- Clean the bathroom(s)
- Walking family pets
- Yard work



DAILY CLEANING ROUTINE FOR AGES 16+

- Rake, sweep, shovel, or blow off outdoor areas.
- Mop the floors
- Clean appliances (stove, microwave, etc.)
- Organizing spaces like a pantry, drawer, or closet.

Listing Your Family Chores

When deciding what chores will work for you children, keep in mind not only their age but also their level of maturity, physical abilities, and strength. While chores should be work, it's important for them not to feel so difficult that they're impossible.



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Daily Chore Chart

NAME: _____

Before School

	M	T	W	Th	F
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐

After School

	M	T	W	Th	F
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐

Before Bed

	M	T	W	Th	F
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐



Token Chart

How Can The Token Chart Help?

The Token Chart is a family communication tool designed to help busy families develop better routines, better habits and reinforce desired behaviors. So much of why we struggle with our kids is that we don't know how to communicate clearly about expectations and consequences.

Token charts helps your kiddos develop skills such as:

- Daily routines
- Helping habits
- Self accountability
- Delayed gratification
- A sense of pride for earning things and maintaining their space

To learn more about this great resource click the link below.

[The Token Chart](#)

Provide Positive Reinforcement



Providing positive reinforcement is a great way to get your kiddos to feel good about what they are doing. It's important to reward the behavior you want to see more often. When kids get attention and other benefits from behaving how you want them to act, those behaviors are much more likely to happen more often and eventually become habitual.

Examples of positive reinforcements are listed below. Remember to tailor rewards to your child's age and interests.

- | | |
|-------------------------------|-------------------------|
| ★ Praise for a job well done | ★ Money |
| ★ Stay up later | ★ Dessert treat |
| ★ Play date | ★ Reward system |
| ★ Park adventure | ★ Movie of their choice |
| ★ Solo outing with mom or dad | ★ Special indoor picnic |
| ★ New phone app | ★ Pick a dinner a week |
| ★ Role reversal | ★ Family game night |
| ★ Have a fort slumber party | ★ Extra bed time story |

Maintenance & Reset Times



Daily 5 Minute Quick Clean

A 5-minute quick clean up can include tasks that are on your child's list or any additional tasks that need to be accomplished based on the day.



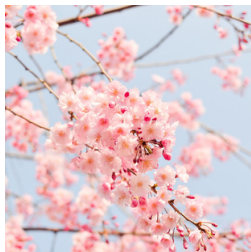
Weekly Reset Day

It is important to have a set day and set time each week to be able to reset the systems you've put in place.



Birthdays & Holidays

Birthdays and holidays will bring more stuff into your home so it is a good time to do another round of simplifying with them. Make sure to let them know the "why" are you letting these items go.



Seasonally

When seasons change it's also a perfect opportunity to simplify your spaces. I like to use the beginning and the end of the kids' school year as reset times.



Prior To Moving

When moving it's always a good idea to evaluate what you own and whether or not it's worth packing, moving, and unpacking.

A DEDICATED NOTES SPACE

What will your maintenance reset times and days be?

Where are your donation stations within your home?

