
THE ART OF DECLUTTERING

A CREATIVE GUIDE to an ORGANIZED HOME

Declutter Creatively. Live Inspired.



WRITTEN BY: LACY HAMMAN

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BY

LACY HAMMAN

A UNIQUE DECLUTTERING AND ORGANIZING RESOURCE

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hello@theorganizedartist.org

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WELCOME FELLOW DECLUTTERING REBEL!

CONGRATULATIONS! You've taken the first step toward transforming your home from a cluttered chaos zone to a stress-free, organized oasis. And I'm so excited to be on this journey with you!

Now, if you're anything like me, you've probably tried organizing before only to end up right back where you started (Ah, the dreaded junk drawer pit of doom). Yeah, I've been there. But what I discovered along my journey, is that decluttering isn't about perfection, it's about creating a space that fits YOUR life.

WHAT'S INSIDE?

THIS ISN'T JUST AN EBOOK—IT'S YOUR DECLUTTERING SIDEKICK. INSIDE YOU'LL FIND:

- ✓ Room-by-room checklists (because checking things off is so satisfying!)
- ✓ A simple, no-stress organizing system that actually works
- ✓ Worksheets to help you create a plan that fits your style

HOW TO USE THIS BOOK

TAKE IT ONE STEP AT A TIME. There's no need to tackle your entire home in one day!

HAVE FUN with it! Turn on some music, grab a snack, or give yourself a reward to help motivate you to get the job done!

Give yourself grace—**PROGRESS IS BETTER THAN PERFECTION.**

At the end of this book, you're not just getting an organized home—you're getting peace of mind, breathing room, and a space that inspires you.

So let's do this—one project, one room, one victory at a time!

Are you Ready? Deep breath... you got this! Now **LET'S GET STARTED!!!**

ACKNOWLEDGMENTS

Writing this book has been a journey filled with heart, healing, and inspiration. And I couldn't have done it alone.

First and foremost, I'd like to thank God for being my constant source of strength, purpose, and creativity. His grace has carried me through every chapter of my life, and this work is a reflection of His faithfulness.

To my loving parents who have always been there for me and for teaching me right from wrong. Thank you for everything you've done and for continuing to support me to this very day in my creative journey.

To the rest of my family and friends, thank you for your endless encouragement and for reminding me that even small steps forward are worth celebrating.

To all the amazing women and men who have inspired every word of this book. All your hard work and expertise in assisting others to create peace out of chaos is what makes this work truly meaningful.

To the challenges and trials that shaped me and molded me into the person I am today. I now realize every failure I've faced was just another step towards success in progress.

To my grandmother who showed me the beauty in ordinary things and taught me how to be thankful for the good things in life. That simple, but powerful reminder of gratitude got me through some of my most difficult days.

To my aunt, our time together has been filled with lessons, laughter, and quiet reminders of what matters most. Your determination to keep moving, even through pain and limitation, is something I deeply admire. Caring for you has stretched my patience, strengthened my perspective, and reminded me why helping others matters so much to me.

And to every reader holding this book: thank you for trusting me to walk alongside you as you reimagine your space. I hope you find clarity, creativity, and peace along the way.

With gratitude,

Lacy

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CHAPTER 1

The Mindset Shift

The Mindset shift

WHAT IS CLUTTER AND WHY WE ALL HAVE IT.

Clutter is anything in your space that doesn't belong or is out of place, whether it's things you no longer need or items that haven't been properly organized. Everyone has clutter because life gets busy, and things pile up. Sometimes it's because we hold on to items for sentimental reasons; other times it's just from a lack of time or organization. This is completely normal, but it can feel overwhelming if this continues over time. The key is knowing how to manage it in a way that works best for you and feels effortless.

QUICK MINDSET TIPS TO HELP YOU MANAGE THE CLUTTER CHAOS.

It's just stuff. Not your identity.

Set a "Why" that excites you.

Progress over perfection.

Think of it as a game.

Avoid the "Just in case" trap.

Flip the Focus.

The Future you will thank you.

One decision at a time.

Embrace the power of "Enough".

Decluttering is Self-Care.

THE PSYCHOLOGY BEHIND CLUTTER

Clutter isn't just a pile of stuff. It's a mirror—quietly reflecting what's going on beneath the surface. You might look around and see random items scattered across a countertop or jammed into a junk drawer and think it's just stuff. But it's actually much deeper than that. What's often really sitting there is emotion. Memories. Guilt. Hopes. Regrets. And maybe a few "someday" dreams you've been holding onto "just in case". Your stuff isn't just "stuff"; it's a manifestation of the mental and emotional clutter you're carrying inside. So let's go over some of the reasons why.

EMOTIONAL ATTACHMENTS & FEAR OF LETTING GO

We hold onto items for a variety of emotional reasons. It might be a set of china from your great-grandmother who passed it down to your grandmother, who passed it down to your mom, and now you have to carry this burden. Or an unopened gift that you never really wanted but feel too guilty to part with, or a pile of craft supplies for a project you promised you would get to one day. Letting go can sometimes feel like losing a part of yourself or acknowledging that things didn't go as planned. However, the truth is that you are not defined by your possessions. Letting go of what no longer serves you isn't a sign of defeat; instead, it's a step towards heading in the right direction for peace, clarity, and a life that aligns with who you are today.

UNFINISHED BUSINESS & IDENTITY CLUTTER

Clutter has a subtle way of tethering us to the past and hindering our future. That dusty treadmill might echo memories of who you once aspired to be. The unfinished scrapbook or the forgotten craft supplies could remind you of moments you perceive as "wasted." However, here's a gentle reminder: you have the right to evolve, adapt, and outgrow things. Including aspects of yourself that no longer resonate. Clutter often holds onto our identities, but releasing it doesn't erase the memories or lessons learned. Instead, it opens the door for you to write a new chapter in your life, allowing you to explore your current identity through the things you truly enjoy.

THE PSYCHOLOGY BEHIND CLUTTER

MENTAL OVERLOAD & DECISION FATIGUE

Aside from the annoying physical piles of your things that can build up over time, clutter also steals your mental energy. Every time you walk past those random papers scattered over your desk, or open that drawer full of miscellaneous items that you have no clue what they even go to, your brain quietly goes into overdrive: Do I need this? Should I keep it? Where would it even go? That constant stream of mini-decisions adds up fast, leaving you burnt out before you even begin. So if you've ever felt frozen or overwhelmed by the idea of organizing, it's not because you're lazy—it's because your brain is already doing the heavy lifting.

MISMATCH BETWEEN YOU AND YOUR SYSTEM

Sometimes it's not the clutter that's the problem—it's the system. Or rather, the lack of one that actually works for how your brain operates. Not everyone thrives by seeing their belongings in clear containers. And not everyone benefits from keeping their things hidden away behind closed doors. Some people need simple solutions where they just toss their stuff in a bin, while others prefer a much more detailed organizing system. If your current setup feels frustrating or impossible to keep up with, it doesn't mean you're bad at organizing. It just means you haven't found the best method to fit your lifestyle, and that's totally okay. You're not a failure. You just need a new system that works for your brain.

However, when you're sharing a home with a partner, kids, or family members, the system that works best for you might not be the one that works best for everyone. In those situations, the goal shifts from finding the perfect system to finding the simplest one that everyone in your home can actually stick to. Because let's be honest, a beautifully color-coded system that includes super specific categories might work for you, but means nothing if no one else uses it. And it's important to remember that not everyone who lives with you is going to have the same style of organizing. Adapting to what works for your household can make all the difference in keeping things running smoothly.

But here's the good news: you can still use your favorite methods in the spaces that belong to you; your office, closet, or any personal area. Those spaces become little sanctuaries where your natural style can shine and work exactly the way your brain needs it to.

ENCOURAGEMENT FOR PERFECTIONISTS AND OVERTHINKERS

Decluttering and organizing can feel overwhelming. Especially for those of us who overthink every decision or want everything to be just right. But here's the truth; you don't have to do it perfectly to make meaningful progress. The goal isn't a picture-perfect space. It's to leave you with a functional organizing system customized based on your needs and your style. You can still have a beautiful space that inspires you and also benefits you in a practical way.

LET GO OF PERFECT

An imperfect system that functions is far superior to a flawless one that remains unfinished. Consider it a version 1.0 and make adjustments and refinements as you navigate through the process.

RECOGNIZE THE SIGNS

If you keep reorganizing the same item over and over, it might be time to ask yourself: "Do I really need this?" Letting go is sometimes the most freeing form of decluttering and organizing. And for those things you're not sure about, set them aside into a separate bin or box for you to decide on later.

LEARN TO BE OKAY WITH "GOOD ENOUGH"

Remember, progress over perfection. I hear you super detailed organizers. As one myself, I realize there's a tendency to want to put everything little thing into small categories and alphabetize your items into neat pinterest-worthy home. But if we're being real, a lot of people don't have time for that. And even if you're one those people that do, it's still good to start off small and to organize into large categories than smaller ones and embrace the art of just doing things "good enough". The beauty of it all is that it's only a temporary fix. You can go back later to sort items into more micro categories like instead of just labeling a bin 'Medicine' you can divide that into tiny sections like 'Pain relievers, allergy medicine, first-aid, vitamins, etc. but for now, just focus on doing things "good enough".

CELEBRATE SMALL WINS

Decluttering is emotional work. Give yourself credit for every drawer emptied, every decision made, every bag donated. Small steps count, and they build real change.

When you understand the 'why' behind your clutter, you're no longer just tidying—you're healing. And in that process, a transformation begins. You start choosing peace—one item, one decision, one moment at a time.

CHAPTER 2

The Decluttering Method

The Decluttering Method

A STEP-BY-STEP APPROACH TO DECLUTTERING

STEP 1: SET THE TONE

- Put on some background noise like your favorite music, an audiobook, or a podcast. Maybe even light a candle or diffuse some essential oils to motivate you to get started.
- Find 5 boxes or bins to use for sorting your items and tape the labels I provided for you in this ebook to each one of them to set up your sorting system.

STEP 2. PICK YOUR ZONE

- Choose one area in your home. It doesn't matter where, but start small. Like a cabinet, drawer, or small closet, etc. You don't want to take on too much, or else it's going to overwhelm you. So pick one small project and stick with it.

STEP 3. GAME ON

- After tossing your trash, sort through your stuff that you know you want to keep. Use the **5 BOX DECLUTTERING METHOD** in this ebook to guide you through the process.
- Set a timer for about 15 minutes and see how much you can get rid of within that time frame.

The Decluttering Method

STEP-BY-STEP APPROACH TO DECLUTTERING

STEP 4: QUESTIONS TO ASK

- DO I USE THIS REGULARLY?
- WOULD I BUY THIS AGAIN?
- WHAT PURPOSE IS THIS SERVING ME?
- AM I KEEPING THIS OUT OF GUILT OR OBLIGATION?
- DO I HAVE THE SPACE FOR THIS?

STEP 5: CELEBRATE SUCCESS

- Snap a picture for proof of your progress. Just 15 minutes a day is all you need to get started on your organizing journey and pave your way to success!

5 BOX DECLUTTER METHOD

KEEP

KEEP ITEMS YOU NEED AND USE ON A REGULAR BASIS THAT YOU ALSO HAVE SPACE FOR.

STORE

STORE ITEMS YOU NEED TO KEEP AND HAVE SPACE FOR, BUT DON'T USE ON A DAILY BASIS.

DONATE

DONATE ITEMS TO A GOOD CHARITY OR TO SOMEONE THAT'S IN NEED. MAKE SURE THEY ARE IN GOOD CONDITION AND NOT STAINED, TORN OR BROKEN.

SELL

SELL ANY ITEMS THAT ARE IN GOOD CONDITION AND WOULD BE WORTH MORE THAN IT WOULD TO ORGANIZE SELLING THE ITEM. SET A GOAL TO SELL IT WITHIN A COUPLE MONTHS AND IF YOU CAN'T, DONATE IT OR THROW IT AWAY.

DISPOSE

DISPOSE ITEMS THAT ARE EITHER TRASH, BROKEN, HAVE OLD STAINS, TORN, ARE NOT SELLING OR THAT ARE NOT IN GOOD CONDITION TO BE DONATED.

HOW TO STAY MOTIVATED

- **SET A CLEAR GOAL** - Define what you want to achieve within your home. Do you want an organized closet? A more functional kitchen? Or have you been longing to transform your entire home one room at a time. Write down your goals in the worksheets I provided for you in this ebook.
- **START SMALL** - Tackle one small area at a time to avoid feeling overwhelmed. Like a closet or cabinet. Work within zones and stay in that zone until that project is finished.
- **MAKE IT FUN** - Put on some background music, listen to a podcast, diffuse a fresh scent and/or turn your project into a game by giving yourself a small reward for every zone you complete. Such as watching a movie or enjoying a relaxing bath, or whatever you find fun that motivates you.
- **USE A TIMER** - Set a 15 to 30 minute timer to make progress without burnout.
- **FOLLOW THE 'ONE IN ,ONE OUT' RULE** - For every new item you buy, remove an old one.
- **CREATE A SORTING SYSTEM** - Use categories like Keep, Store, Donate, Dispose, and Sell.
- **TREAT YOURSELF** - Celebrate your achievements by rewarding yourself after finishing a task. Indulge in a tasty snack, watch a great movie, or choose another delightful activity.
- **GET SUPPORT** - Ask a friend or family member to help and keep you accountable.
- **TAKE BEFORE & AFTER PICTURES** - Seeing progress boosts motivation.

CHAPTER 3

Room-By-Room Decluttering Guide

Room-By-Room Decluttering Guide

Decluttering isn't just about sorting your stuff; it's an art form. Though sometimes it feels less like painting a masterpiece and more like staring endlessly into the depths of a blank canvas. Unsure where to begin and afraid of making mistakes? That's where the Room-By-Room Checklists come in. Think of them as your decluttering sidekick in a cape (no spandex required), helping you approach each space like a fresh canvas, one intentional brushstroke (or dedicated space) at a time.

If you've ever abandoned a creative project halfway through because "the vibe was off," you'll get it. Decluttering is no different. Some days, you're flowing like a well-tuned jazz solo; other days, you're standing in the hallway wondering how the linen closet turned into a black hole. These checklists are here to ground the process. They offer structure without stifling your creativity, gently nudging you forward with clarity and a little wink of encouragement. Room by room, you'll be transforming your home and preparing for the next part of the process, which is where you'll be creating your space into your very own living work of art.

While these Room-By-Room Checklists are designed to guide you through the decluttering process, think of them as a starting point, not a final destination. They're here to help you take the first steps, but your journey may involve adding a few personal touches along the way. Every space is different, and your needs are unique. So feel free to add your own items, tweak the steps, or even create your own mini-tasks that speak to your specific decluttering goals. Remember to also use THE 5 BOX DECLUTTERING METHOD as well. Using both guides will help teach you how to tackle all the problem areas you're facing without all the overwhelm that can come with it. Keep in mind that this is about creating a system that works for you, not just checking off boxes.

ENTRYWAY or MUDROOM

- Shoes
- Coats and jackets
- Scarves, hats and gloves
- Bags, backpacks and purses
- Keys and keychains
- Umbrellas
- Mail and random papers
- Worn-out or mismatched socks and slippers
- Seasonal items like beach towels or snow boots, etc.
- Extra or damaged storage bins and baskets
- Random clutter that doesn't belong in the entryway

KITCHEN

- Cookbooks or recipes you never use
- Water bottles, coffee mugs, travel cups
- Junk drawer clutter
- Grocery bags or extra bags
- Measuring cups, spoons and other utensils
- Takeout menus, plastic utensils, condiment packets
- Jars and containers
- Hand towels and washcloths
- Rugs
- Small appliances
- Plates, glasses, cups, and bowls
- Dish sponges and cleaning supplies
- Food and drinks

LIVING ROOM

- Magazines, newspapers and mail
- Throw pillows and blankets
- DVD/Blu-rays, CDs and VHS tapes
- Remote controls or unused devices
- Decorations
- Rugs and furniture covers
- Electronics, cables, and chargers
- Books
- Coasters and drinkware
- Kid's toys
- Candles, diffusers or essential oil bottles
- Pet toys, beds and other pet accessories
- Board games and puzzles
- Furniture that no longer serves a purpose
- Picture frames
- Clocks
- Dying plants or damaged fake plants
- Exercise equipment
- Candy dishes and bowls
- Knickknacks

BATHROOM

- Medicine and first-aid
- Supplements and vitamins
- Drawer and cabinet clutter
- Bath washes, soap, scrubs, etc.
- Shampoos and conditioners
- Hair products
- Hair ties, clips, hairbands, etc.
- Razors
- Body sponges and loofahs
- Washcloths, towels, and bath mats
- Bathrobes, slippers, and shower caps
- Free samples and hotel toiletries
- Toothpaste, mouthwash, and floss
- Dental tools and devices
- Skincare products
- Cosmetics
- Cleaning supplies
- Shower curtains
- Curtains

BEDROOM

- Clothes
- Shoes and slippers
- Socks and underwear
- Purses, bags, wallets, and worn-out straps
- Accessories like scarves and belts
- Hairbands, scrunchies, hair ties, and barrettes
- Jewelry
- Cosmetics
- Skincare
- Deodorant
- Perfume
- Decorations
- Books
- Electronics
- Chargers, cords, and cables
- Under-the-bed clutter
- Nightstand clutter
- Pillows, bedding, and blankets
- Loose change, receipts, and paper clutter
- Collections
- Dying plants or damaged fake plants
- Stuffed animals

KID'S BEDROOM

- Clothes
- Socks and underwear
- Shoes and slippers
- Dress-up clothes/costumes and accessories
- Toys
- Games and puzzles
- Stuffed animals
- Books
- Craft and art supplies
- School supplies
- School papers, drawings, and crafts
- Backpacks
- Decorations
- Posters and wall art
- Bedding, pillows, and blankets
- Storage bins and baskets
- Nightstand clutter (flashlights, toys, books, etc.)
- Under-the-bed clutter (bedding, stuffed animals, etc.)
- Furniture that's outgrown
- Electronics, chargers and cables
- Bags and purses
- Night lights
- Small trinkets
- Party favors

CRAFT ROOM

- Paints
- Paint brushes
- Markers
- Colored pencils
- Crayons
- Pens
- Highlighters
- Tape
- Glue guns
- Glue sticks
- Glue and other adhesives
- Pastels
- Inks
- Stamps
- Stencils
- Stickers
- Sponges
- Scrapbook paper
- Scrapbooks
- Paper scraps
- Cards
- Cricut supplies (vinyl, laser engraving blanks, etc.)
- Tissue paper
- Gift bags
- Boxes
- Wrapping paper

BASEMENT

- Furniture
- Bedding, pillows and blankets
- Exercise equipment
- Wreckroom furniture (pool table, sound system, etc.)
- Decorations
- Sports equipment
- Seasonal and holiday items
- Electronics, chargers, and cables
- Appliances
- Tools
- Rugs and carpets
- Video games
- Games and puzzles
- Toys
- Stuffed animals
- Collectables
- China dishware set
- Sentimental items
- Vases
- Picture frames
- Photos and photo albums
- Home improvement supplies
- Home maintenance supplies
- DVDs, CDs, VHS, and other forms of physical media
- Paint
- Paint brushes
- Chemicals
- Cleaning supplies
- Cardboard boxes

GARAGE

- Paint
- Chemicals
- Cleaning supplies
- Automotive oils, coolants, and other fluids
- Outgrown or damaged bicycles, skateboards, and scooters
- Sports equipment
- Camping gear
- Fishing gear
- Lawn equipment
- Lawn maintenance
- Gardening equipment
- Yard tools (rakes, shovels, and trimmers)
- Outdoor decorations and lights
- Lawn and patio furniture
- Lawn and patio furniture pillows, cushions, and blankets
- Pots, trays, planters, and containers
- Vases
- Watering cans, hoses, and sprinklers
- Tarps, covers, and nets
- Bird feeders and garden stakes
- Tools
- Rusty nails, screws, and another hardware
- Outdoor toys
- Pool toys
- Pool equipment
- Pool cleaning supplies
- Bags or buckets of soil, fertilizer, and mulch
- Storage bins, baskets, and crates
- Boxes and storage bags
- Broken shelving, brackets, or storage units

ATTIC

- Toys
- Games and puzzles
- Kids Clothes
- Stuffed animals
- Clothes
- Coats and jackets
- Luggage, backpacks, and duffle bags
- Purses and bags
- Extra blankets, bedding, and pillows
- Furniture
- Exercise equipment
- Books
- Newspapers, magazines, and/or junk mail
- Memorabilia
- Electronics
- Picture frames
- Home decor
- Keepsakes
- Collectables
- Hobby supplies
- Sentimental items
- Seasonal items
- Shoes and slippers

DINING ROOM

- Tablecloth, runners, and other linens
- Placemats
- Napkin rings
- Dishes, glassware, and silverware
- Trays
- Candles and candle holders
- Centerpieces and home decor
- Vases
- Seasonal items
- Furniture
- Salt and Pepper shakers
- Papers and mail
- Photos and picture frames

HOME OFFICE

- Pens, highlighters, and markers
- Papers, junk mail, magazines, and receipts
- Computer paper
- Calendars, planners, notepads, and notebooks
- Books and manuals
- Binders and files
- Clipboards
- Electronics, chargers, and cables
- Paperclips, tape, and other office supplies
- Furniture
- Plants
- Vases and decor
- Cups used to hold pens and other office supplies
- Bulletin boards and cork boards
- Shipping supplies
- Blankets and pillows
- Diffusers, candles, and air fresheners
- Pet beds and supplies
- Food and drinks
- Water bottles
- Workout equipment and gear
- Phone and computer stands
- Heating pads and back massagers
- Hand cream and lotions
- Stress balls and fidget toys

NURSERY

- Baby clothes
- Baby shoes
- Baby socks
- Baby blankets and swaddles
- Crib sheets and bedding
- Crib padding
- Cribs and other baby furniture
- Mobiles
- Baby monitors and sound machines
- Humidifiers
- Baby toys
- Stuffed animals
- Baby walkers, bouncers, and swings
- Baby bottles and sippy cups
- Baby formula
- Baby powder and lotion
- Baby Bath products
- Storage baskets, bins, and organizers
- Medicine
- Pacifiers and teethers
- Bibs, washcloths, and towels

VEHICLE

- Trash
- Old receipts
- Old insurance, registration, and other papers
- Travel guides, maps, menus, etc.
- Notepads and notebooks
- Old or used air fresheners
- Phone chargers and earbuds/headphones
- Water bottles and cups
- Sunglasses, hats, and hair accessories
- Gloves and scarves
- Jackets, coats, and hoodies
- Extra clothes
- Jewelry
- Shopping bags and totes
- Purses, wallets, and phone cases
- Emergency supplies (flashlights, flares, etc.)
- CDs, DVDs, and other media
- Books
- Pens and other office supplies
- Kid's toys
- Snacks, other food, and drinks
- Umbrellas
- Car maintenance supplies

CHAPTER 4

Organizing Basics

Organizing Basics

Let's be honest, organizing sounds simple on paper until the moment you open **THE CLOSET OF CHAOS** and feel like you've just unlocked a portal to the abyss. Where lost socks, mystery cords, and the remnants of impulse buys linger, silently judging you from within the shadows. But fear not! This section is where the magic begins. Think of it as your creative compass, guiding you through the labyrinth of insanity towards clarity, inspiration, flow, and function. We're stripping things down to the essentials of what organizing really is (and isn't), why it matters, and how to make it work for you in your busy everyday life. Because organizing isn't just about aesthetically-pleasing shelves and matching bins, it's about creating space for what truly matters, designing a home that reflects the life you live, while maybe uncovering a little spark of creativity along the way.

DECLUTTERING VS. ORGANIZING: WHAT'S THE DIFFERENCE?

Before you start organizing your home, it's important to grasp the distinction between decluttering and organizing. These two activities are often confused, yet they each serve a unique purpose in the journey toward achieving a tidy and orderly environment.

DECLUTTERING is the first step. It's about letting go of items that no longer serve a purpose or align with your current life. Think of it as weeding through the clutter to make room for what truly matters. Decluttering can be tough, but it's the key to freeing up space—both physically and mentally. You can't organize clutter; you have to clear it first. Imagine trying to organize a drawer that's already overflowing with random receipts, old magazines, and a tangle of cords. The chaos will only multiply.

ORGANIZING, on the other hand, is the act of finding a home for the things that remain, creating systems that make it easy to put items away and retrieve them when needed. Organizing is where the fun begins—choosing the right storage solutions, designing your space for efficiency, and making your home reflect the life you live. Organizing is basically setting up the "framework" that keeps everything in its place, so your space stays neat and functional long-term.

Organizing Basics

BASIC TOOLS AND SUPPLIES TO GET STARTED

Before you run to the store and spend a small fortune on all the organizing bins and gadgets Pinterest has to offer—pause. Breathe. You don't need a pantry filled with all matching containers or an expensive label maker to get started. In fact, you probably already have a lot of what you need right at home. So let's go through some of the supplies you need that won't cost you an arm and a leg. Some of these items I will cover more thoroughly in the following pages of this chapter.

CLEAR BINS & CONTAINERS

These are gold when it comes to organizing. You can see exactly what's inside without opening every lid or box. They're especially great for closets, pantries, and storage areas, and a perfect choice for visual organizers. But don't rush to buy them just yet. Instead, look around your house first. See if there are any clear food containers, acrylic bins, jars, or anything you can find to get the job done in the beginning.

SOLID OPAQUE BINS & CONTAINERS

If you prefer to keep your belongings out of sight, solid opaque containers are perfect for organization. They effectively conceal their contents, making them ideal for closets, pantries, and storage spaces where a clean look is desired. Before purchasing new ones, consider what you already have at home. Look for any solid bins or containers, even shoe boxes you can repurpose to start your organizing project.

BASKETS

For the stuff you want tucked away but still easy to grab. Baskets are perfect for living rooms, entryways, or shelves where your system needs to be functional yet still looks like it goes with the room. They add warmth and texture while still keeping the clutter contained.

BASIC TOOLS AND SUPPLIES TO GET STARTED

DRAWER DIVIDERS OR SMALL CONTAINERS

These handy tools can transform chaos to order in areas such as kitchen drawers, bathroom cabinets, and junk drawers. Remember, simplicity is key! You can utilize anything from repurposed boxes to small bins to establish logically divided zones. Get creative and look around your home to see if you have anything you can use.

TRASH BAGS AND DONATION BOXES

Decluttering and organizing are closely linked, so it's essential to have a spot for items as you sort through them. Keep trash bags nearby for actual garbage and set up designated donation boxes for anything that remains useful but doesn't serve you anymore. PRO TIP: Place a donation box in an easily accessible spot, like closets for clothing and accessories, or in a discreet location where tossing out items feels effortless. This approach makes letting go feel less overwhelming. As the boxes fill up, take them to a donation center, and replace the emptied spaces with fresh boxes to continue the process. Establishing a system like this will significantly ease the process of letting go of unnecessary items.

LABELS & A LABEL MAKER (OPTIONAL BUT TOTALLY WORTH IT)

Let's talk labels. Some people love them, and some think they're over-the-top—but the truth is labels aren't about being perfect or having an aesthetically pleasing home. They're about making your life easier.

When everything has a name, it's much simpler to remember where things go and to get everyone else in your home on the same page. No more, "Where does this go again?" or finding random items in the wrong places. Labels cut the confusion and help maintain the systems you worked hard to set up.

And no, you don't need a fancy label maker to get started. Sticky notes, painter's tape, or handwritten tags are more than enough in the beginning. Think of labels as little visual cues to your brain that guide your daily flow, not rigid rules. Try labeling just a few things and see what happens. You might be surprised at how much more manageable your space feels when your containers do the talking.

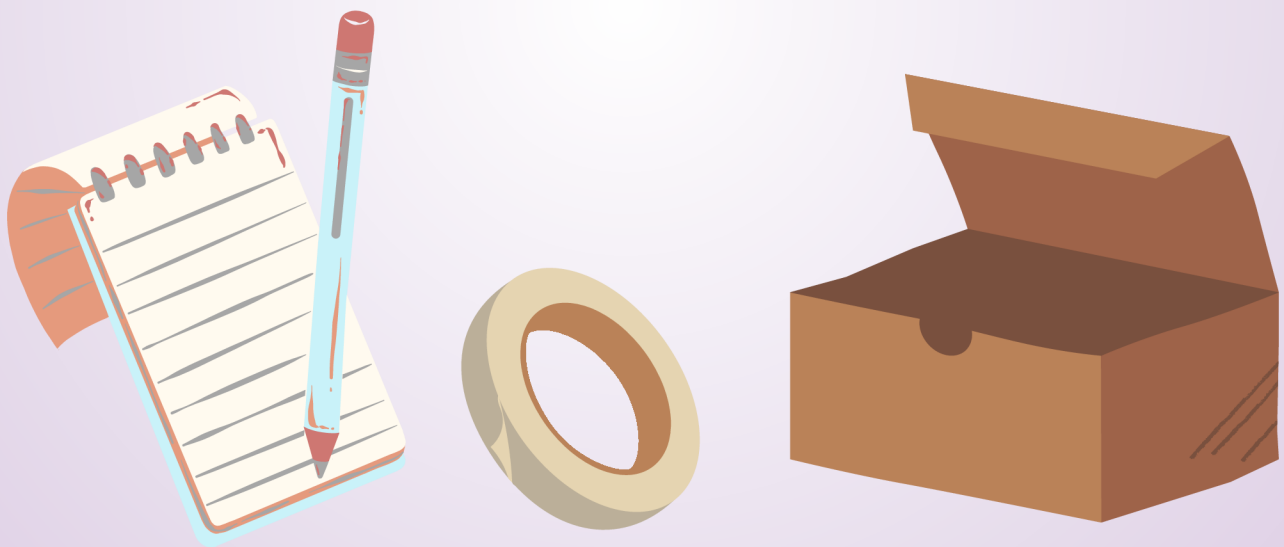
BASIC TOOLS AND SUPPLIES TO GET STARTED

STICKY NOTES OR MASKING TAPE (TEMPORARY LABELS)

Not sure where something belongs? Temporary labels like sticky notes and masking tape let you test things out before committing. These are also great during active organizing sessions to keep your categories and zones clear.

A NOTEPAD OR ORGANIZING JOURNAL

It might sound a little extra, but having a spot to jot down what's working (and what's not) can really help. You can also use one of these as a place to sketch out a closet layout, track what bins you actually need, or jot down all your problem areas in your home that you would like to fix. Sometimes clarity comes once it's out of your head and written down on paper where you can see your thoughts.



Start with what you have—you're just taking the first step. You can always fine-tune things later once everything has a home.

SIMPLE STORAGE SOLUTIONS

HOW TO MAINTAIN AN ORGANIZED HOME

CONTAINERS

CLEAR STORAGE BINS & WIRE BASKETS:

Great for a simple yet effective way to keep your home organized while maintaining visibility of your items. Clear storage bins are perfect for categorizing and stacking items in pantries, craft rooms, closets, and other rooms, allowing you to quickly identify contents. Wire baskets are great for frequently used items in the kitchen and pantry; they're ideal for storing towels in the bathroom or laundry pods and dryer balls in the laundry room.

SOLID OPAQUE BINS & BASKETS:

Perfect for containing a variety of items while keeping them neatly hidden away. Use foldable cloth storage bins for clothes such as t-shirts and jeans, and smaller ones for items like medicine, snacks, and anything you have a lot of that you want to keep together but stored out of sight so that they won't add to any visual chaos.

Plastic bins and baskets are ideal for bathrooms, closets, home offices, nurseries, and bookshelves.

Solid baskets are great for everyday organization and perfect for papers in a home office, extra toilet paper or bath essentials in a bathroom, washcloths in a linen closet, or miscellaneous household items on a bookshelf.

HAMPERS & LAUNDRY BASKETS

Ideal storage solutions for blankets and throw pillows, stuffed animals, or other kids' toys, along with light exercise equipment.

UNDER-THE-BED-STORAGE

Maximize bedroom storage with large rolling bins or slide-out containers with handles that you can hide under the bed. You can store anything from extra bedding, shoes, stuffed animals, wrapping paper, and other gift-giving supplies, or whatever you need for extra storage.

HOW TO MAINTAIN AN ORGANIZED HOME

COMPARTMENTLIZED CONTAINERS

Best for small items from anything like screws, nails, and washers to batteries, beads, spools of thread, and so much more.

STACKABLE JEWELRY TRAY WITH LID

These are also sectional organizers and lined with velvet to safely store your rings, bracelets, earrings, and dainty necklaces. They come in a variety of colors and sizes and can be stacked on top of each other for a minimal cohesive look or placed inside shallow drawers for hidden storage.

JARS AND CYLINDER CONTAINERS

Using jars and cylinder containers is a stylish and practical way to organize small items while keeping them easily accessible. Glass or clear jars or containers with a good seal and lid, work well in kitchens and pantries for storing dry goods like pasta, grains, spices, cereal and baking goods while keeping your ingredients fresh. Cylinder containers are great for holding cotton balls, makeup brushes, pens, or art and craft supplies.

LAUNDRY BASKETS

In addition to their primary function of holding laundry, laundry baskets can also double as practical storage for larger toys in your living room or playroom. Items such as stuffed animals, playsets, dolls, and blocks can be neatly stored inside. Consider choosing large woven or wire baskets that complement your decor, making it less apparent that they are simply laundry baskets.

SHOE BOXES

An alternate option if you just want to get started organizing and are on a budget, shoe boxes can be upgraded and covered with fabric or contact paper for a cleaner aesthetic to use for items like extra cords and chargers, light bulbs, envelopes, stamps, samples and travel toiletries, or even tea bags and coffee pods. Note that you can also just use them as they are if that's easier for you.

HOW TO MAINTAIN AN ORGANIZED HOME

DRAWERS

SMALL DRAWER DIVIDER TRAYS

Perfect for sectioning drawers that aren't too deep. They usually come in packs and in different sizes to fit inside a drawer in various ways. So if one position doesn't work, you can move them around until they do. These are ideal for kitchens, bedrooms, or any drawer that needs some organization.

EXTENDABLE DRAWER DIVIDERS

Long adjustable dividers are great when you need to section off larger spaces to put your stuff in your drawer, such as utensils, ziplock bags, or food containers.

EMPTY CARDBOARD BOXES

If you don't have much money to spare or just need a temporary solution to dividing a drawer into sections, small cardboard boxes like empty tissue boxes, basic jewelry boxes without a hinge, or other shallow boxes can double as trays to contain small items like binder clips, paper clips, rolls of tape, index cards, etc.

CARDBOARD

For the organizers who prefer a more customizable DIY approach, using cardboard boxes from delivery packages is an easy, free material to use as drawer dividers. All you have to do is measure the inside of your drawer and decide how many sections you want. Then, with your ruler, draw your sections out on the cardboard into even strips at the width of your desire. You want them to be about the size of a ruler or yardstick and adjusted according to the space you're working with. Then arrange the strips in the drawer and decide where you want your sections to go. Make a mark at the point where you want them to interlock and cut short strips to fit in between those strips. Hot glue them together until you are satisfied with your results. And voilà! You have drawer dividers!

HOW TO MAINTAIN AN ORGANIZED HOME

FURNITURE

OTTOMANS & COFFEE TABLES WITH STORAGE

Furniture that doubles as storage is ideal for small spaces or for homeowners who are just looking for some extra storage. Ottomans can hide things like extra blankets, pillows, workout gear, or even stuffed animals. Coffee tables with storage can be great options for photo albums, extra cords, cables, chargers, emergency kits, and seasonal items such as holiday candles and heated blankets.

CUBE STORAGE FURNITURE

Perfect in living rooms that can be used as a TV stand or bookshelf. These pieces, paired with decorative fabric bins or woven baskets that fit to size, can be a great option to maximize your space. Fabric bins can be filled with DVDs, CDs, or vinyl records for those of us who still treasure physical forms of media. They can also hide extra cables and cords that no one wants cluttering up their home, along with so many other things. They're also great for storing clothes instead of using a dresser and are a nice addition to a nursery and kids' rooms.

BOOKSHELVES

Besides books, bookshelves can be used to organize anything from games and puzzles to photo albums, candles, remote controls, chargers, and more. Keep pictures, artwork, and plants up on the higher tiers, store your belongings that you use every day on the middle shelves in bins or baskets, and on the bottom shelf, place things like kids' toys, pet toys, and bedding and workout gear in baskets for easy access. You can also use them in other areas of your home, such as a home office, kitchen, or bedrooms, while using the same system customized for your items to fit that space.

FLOATING SHELVES

Like bookshelves, floating shelves are a nice alternative if you are limited on space but need extra storage. While they are a perfect place to display your books, they can also double as display areas for decorative items like small plants, picture frames, or art pieces, adding a personal touch to your home decor.

HOW TO MAINTAIN AN ORGANIZED HOME

ROLLING CART STORAGE

Ideal for organization that needs to be mobile like in bathrooms, craft rooms, kitchens, etc. These also make great art and crafts stations for kids where you can organize all their pens, markers, scissors, paint brushes in cups to provide easy access while keeping everything together in one spot.



HOW TO MAINTAIN AN ORGANIZED HOME

CATCH-ALL ORGANIZERS

LAZY SUSANS OR TURNTABLES

An excellent solution for deep cabinets, pantries, and refrigerators is to use single or multi-tier lazy susans, which make items easily accessible. These organizers are also ideal for skincare, makeup, haircare, and nail polish. They offer the added benefit of allowing you to categorize different products, as they can hold a substantial amount.

BOWLS, PLATES AND TRAYS

Decorative bowls are a good way to contain items that you use every day, like keys, sunglasses, mail, remote controls, lip balm, hair accessories, and any small items that you use daily that end up cluttering your surfaces.

Plates can be used to organize cooking oils, a coffee bar, perfume, skincare, jewelry, makeup, or paints.

Trays are a unique option to make your coffee bar more put-together, as well as napkins, salt and pepper shakers, and dry condiments, skincare, nail polish, essential oils, and other items you often use.

COFFEE CUPS & SMALL VASES

Aside from drinking your caffeinated morning brew, these fun little vessels can double as holders for stir sticks, straws, pens, markers, scissors, paint brushes, make-up brushes, and even craft supplies such as craft sticks, wooden dowels, and crochet needles.

RISERS AND RACKS

Convenient for utilizing vertical space, especially in the kitchen. Risers can divide a tall shelf into more storage while supporting items like plates, bowls, cups, canned goods, spices, cleaning supplies, bath towels, and toy collectibles.

HOW TO MAINTAIN AN ORGANIZED HOME

HANGING STORAGE

HANGING CLOSET ORGANIZERS

Add extra shelves, compartments, or hangers with multiple bars for clothing, shoes, or accessories. This will give you easier access to your possessions while providing you with more space.

HANGERS

Hangers can creatively declutter various areas of your home beyond organizing clothes. In the office, they can display notes and reminders to prevent missed deadlines. In craft rooms, hangers can organize ribbon and fabric. Hangers with clips are also great for showcasing inspirational photos, artwork, or they can make a great drying rack. In the bedroom, they can hold scarves, belts, and ties. Hangers offer innovative uses to enhance organization and add creativity to your space.

MULTIPLE BAR HANGERS

Multiple bar hangers optimize vertical space for organizing pants, skirts, and scarves, making outfit planning easier. They are also useful in laundry rooms for air-drying delicate items and can store craft supplies like materials, ribbons, and by looping strands of beads over the bars to give you more storage and to keep the strands from tangling. Embrace their versatility to improve home organization and functionality.

HOOKS

Hooks are remarkably versatile and often underused beyond their typical uses of hanging coats and bags. Here are some creative ways to incorporate hooks into your home: in the kitchen, they can hang utensils, measuring cups, baskets of fruits and vegetables, aprons, and even coffee cups inside cabinets. In the bathroom, hooks are perfect for towels, bathrobes, shower caddies, and hair tools. Throughout other rooms, use them to organize hats, jewelry, headphones, keys, umbrellas, pet gear, and anything else you can imagine that can be hung up.

HOW TO MAINTAIN AN ORGANIZED HOME

WALL JEWELRY ORGANIZER

For small spaces, displaying your beautiful jewelry collection on a wall not only saves space but also provides a stylish way to showcase your favorite pieces. To help you choose what to wear with each outfit, they keep necklaces, bracelets, and earrings tangle-free and accessible. Select organizers with hooks for necklaces and shelves for perfumes and bracelets. This setup personalizes your room and encourages you to wear a variety of pieces, enhancing your daily outfits and making your day more enjoyable.

HANGING PURSE ORGANIZERS

Purse organizers are useful for purses, clutches, totes, and backpacks, keeping handbags neat and accessible with adjustable dividers. They allow for an easy selection of accessories and can be mounted or placed in closets to save space. Additionally, they are great for organizing yarn, florist supplies, rolled-up fabrics, and craft kits contained in ziplock bags. They can also serve as storage for shoes or hats, maximizing vertical space and maintaining a tidy environment in any room.

TOTE BAGS

Tote bags are versatile and stylish for organizing limited spaces. They can store and transport items like craft supplies, cleaning supplies, and toys, and are useful in closets, entryways, cars, and pantries for seasonal items and essentials. Hanging them on hooks keeps them off the floor, while their grab-and-go convenience helps manage clutter effectively.

NETS

Nets are an affordable way to organize lightweight, bulky items like stuffed animals, extra pillows, lightweight blankets, sports balls, bath toys, pool toys, bath towels, beach towels, yarn, rolls of fabric, lightweight camping gear, grocery bags, produce, and handbags. They can be hung in corners, under bunk beds, or from ceilings for easy access. They save space and help maintain a neat appearance.

HOW TO MAINTAIN AN ORGANIZED HOME

HANGING WALL FILE ORGANIZING

As a fantastic enhancement to a command center, hanging wall file organizers offer an alternative way to store not just files and magazines, but also paper clutter, mail, notebooks, clipboards, and tablets. In the kitchen, these organizers can accommodate cutting boards, sheet pans, cookbooks, and grocery bags. They are also ideal for children's school supplies such as workbooks, flashcards, and artwork, along with other creative solutions you may require in your home.

OVER-THE-DOOR ORGANIZERS

While most are used for shoes, slippers, gloves, and other accessories, they can also make a great organizer for cleaning supplies, hair tools, and haircare products, even hair accessories like hairbands. In a pantry, you can store extra dishcloths and towels, holiday-themed oven mitts and aprons, snacks, protein powder, and any dry food that doesn't need to be refrigerated. Over-the-door organizers can also be an ideal option for craft supplies like yarn, small rolls of fabric, glue guns and glue sticks, packs of patterns, cross-stitch supplies, small books, die cuts, and even current projects you're working on that need a home with easy access.

PEGBOARDS

Pegboards make storage solutions both efficient and visually appealing. With a variety of hooks, baskets, and shelves that can be easily rearranged, pegboards offer a customizable system that grows with your needs. In the garage, they are ideal for organizing wrenches, screwdrivers, and other tools, ensuring everything is within arm's reach when tackling a project. In a craft room, pegboards can hold anything from scissors to other tools, including pliers, hole punches, and paintbrushes, creating an inspiring and tidy workspace. Even in the kitchen, they can serve as another solution for hanging up utensils while adding a touch of industrial charm to your culinary space. Whether used in a workshop or a living area, pegboards are a versatile addition to any organized home.

CHAPTER 5

Common Decluttering & Organizing Pitfalls And How To Avoid Them

Common Decluttering & Organizing Pitfalls And How To Avoid Them

COMMON MISTAKES

DIVING IN WITHOUT A PLAN

Jumping in head first into anything without a clear game plan is a recipe for disaster that can leave you feeling frustrated and defeated. Instead, set small, manageable goals and tackle one area at a time while using this book as a guide to help you through the chaos.

PINTEREST PERFECTION

The goal of this book is help **YOU** the reader learn how to declutter and organize your home in a way that works for **YOU**. This isn't making everything look and feel aesthetically pleasing. That might work for social media posts, but here in reality, were about progress over perfection. So start where you are, do what you can, and then you can arrange things to your liking as you go along.

BUYING STORAGE BINS AND CONTAINERS BEFORE DECLUTTERING

While buying storage containers beforehand might make sense on paper, that's actually a bad idea due to the fact that you don't know if your containers will fit into the spaces that you have available to you. This just puts more work on yourself if you have to return them because they don't fit. So, instead, purge first, containerize later.

GETTING EMOTIONALLY ATTACHED TO EVERYTHING

Not everything deserves a permanent spot in your life. Keep what truly matters, but don't let nostalgia turn your home into a museum. If you don't love or use something, like grandma's china or dad's fishing gear, sell it or pass it on to someone who will. Snap a photo if it helps, then let it go.

FEAR OF MAKING MISTAKES

Letting go of items due to the fear of needing them later can create unnecessary clutter. Reflect on how frequently you actually use an item, and trust that you can always replace essentials if the need arises.

Final Words

Congratulations! You've taken a powerful step toward creating a home personally customized to fit your life. As I've said before, decluttering and organizing aren't about perfection—they're about progress. Every closet your clean, every item thoughtfully placed, every home you give to your belongings and every decision made brings you closer to a place that radiates peace, comfort and creativity using functional systems and your own unique style.

Remember, organizing is not a one-time event. It's a practice. Some days will feel effortless, while others may make you want to scream. Take a deep breath and exhale. This is not because you failed, This is just the life we live. But the more you practice and get into the rhythm of decluttering, the less time you'll spend constantly reorganizing your life. So, give yourself grace and celebrate your wins, no matter how small. And If you ever feel stuck, revisit the strategies in this book and remind yourself why you started. And most importantly, trust your instincts, your space should reflect **YOU**, not someone else's version of what "organized." means to them.

I'd love to hear about your journey! Share your progress, questions, or insights by connecting with me at hello@theorganizedartist.org
Let's continue this journey together!

Wishing you a beautifully organized life,

Lacy

CHAPTER 6

Next Steps And Encouragement

ABOUT THE AUTHOR

Hi, I'm the creative mind behind The Organized Artist. A certified organizing specialist with a heart for helping others find peace, inspiration, and purpose through the process of decluttering and organizing.

My path to this work wasn't straightforward. For years, I was a full-time caregiver to my grandmother, an experience that taught me love, patience, and the importance of being present. But underneath that season of service, I was also trying to discover my identity. I knew I was a deeply creative person yearning for something more—a way to use my gifts to bring light to others.

After my grandmother passed, my family and I were faced with the overwhelming task of sorting through her lifetime of belongings. It was during that emotional process that something clicked. I stumbled across home organizing videos online and found myself captivated. One video turned into ten, then into a whole new world of inspiration. I realized I could do this—and more importantly, I wanted to.

I went on to become a certified organizing specialist. But due to my own health limitations, I knew in-person work wasn't always possible. So I chose to combine my passion for organizing with my creativity—and this ebook was born.

This book isn't just about tidying up. It's about transformation from the inside out. My mission is to help you find clarity, creativity, peace, and a sense of control in your space, all while giving you permission to do it your way.

You don't have to become a minimalist. You don't have to follow someone else's rigid system. You just need a little guidance, a bit of motivation, and the belief that your space can support the life you were designed to live.

If there's one thing I hope you take away from this book, it's that organizing isn't about perfection—it's about finding peace, healing, and designing a home that inspires and supports the life you're meant to live.

LET'S KEEP THE MOMENTUM GOING

Thank you for reading *The Art Of Decluttering*. If this guide helped spark a little peace, joy or creativity in your space, I'd love to hear about it.

Stay connected and explore more:

- **Need more support?** Check out my digital resources and tools at TheOrganizedArtist.org
- **Let's chat!** Reach out or share your journey with me at hello@theorganizedartist.org
- **Follow along for tips & inspiration:**

This is just the beginning. With each choice, you're one step closer to creating a space that reflects the unique person you are.

-Lacy

The Organized Artist

DECLUTTERING KICKSTART WORKSHEET

15 MINUTES



A simple motivating worksheet to help you take control of your space and get started right away. One step at a time.

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1. FOCUS AREA TODAY:

2. WHY THIS SPACE MATTERS TO ME?

3. WHAT'S NOT WORKING IN THIS SPACE?

4. WHAT CAN I DO TO MAKE IT WORK FOR ME?

5. QUICK DECLUTTERING WINS:

- TRASH
- DAMAGED ITEMS
- DUPLICATES
- ITEMS THAT DON'T FIT YOUR CURRENT LIFESTYLE
- THINGS YOU HAVEN'T USED IN A YEAR

ORGANIZING KICKSTART WORKSHEET

15 MINUTES



A simple motivating worksheet to help you take control of your space and get started right away. One step at a time.

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1. SUPPLIES YOU MIGHT NEED

- TRASH BAG FOR ACTUAL TRASH
- DONATION BOXES/BAGS
- CLEANING CLOTHS OR WIPES
- STICKY NOTES OR LABELS (OPTIONAL BUT AWESOME)
- BLACK MARKER
- DRAWER DIVIDERS

2. MY ORGANIZING PLAN FOR TODAY:

3. SMALL SYSTEMS I'LL TRY:

4. MY ORGANIZING PLAN FOR THE FUTURE:

SPACE:

SUPPLIES:

ORGANIZING SYSTEM:



Self-Care Guide

when Decluttering and Organizing

WHAT TO WEAR

- Put on a comfortable shirt with a pair of pants and shoes that you can easily move around in.
- Avoid any restrictive clothes that limit your mobility as you work.
- If you have long hair, either tie it back or wear a hairband that keeps your hair away from your face.

CREATE YOUR ATMOSPHERE

- Play music, listen to a podcast, or use aromatherapy, open a window to help the mood for a more pleasant experience.
- Remove as many distractions as possible so you can concentrate on what you're working on.

SET REALISTIC GOALS

- Focus on ONE ZONE at a time to avoid overwhelm.
- Macro-organize your items into large categories so you stay on track. See MACRO-ORGANIZING GUIDE for reference
- Keep it SIMPLE by labeling bins/baskets, assigning homes to your things where you mainly use them.
- Ask for help from a family member or friend when needed.

PRIORITIZE YOUR WELL-BEING

- Set Time Limits: Work in 30 to 60-minute blocks with breaks in between.
- Listen to Your Body: If you feel tension in your back, shoulders, or knees, stop and stretch.
- Stay Hydrated & Eat Well: Keep a water bottle nearby and snack on protein-rich foods to maintain energy.

USE PROPER BODY TECHNIQUES

- Use Tools: Rolling carts, storage bins with wheels, step stools, chairs, ottomans and whatever else you need to minimize any injury to your body.
- Check your posture: Bend at your knees and not your back with the item higher than your heart when lifting heavy objects.
- Take a seat: If it's easier for you, sit down on a chair, a stool, a couch, or ottoman and sort your items out. The key is to stay in the room you're working in and not take anything out of the zone until you're finished sorting and need to put stuff away.

KEEP

SELL

STORE

DISPOSE

DONATE