

Organise YOUR HOME IN A MONTH!

CLEAR THE CLUTTER AT YOUR PLACE
WITH THESE SIMPLE AND PRACTICAL
DAILY TASKS

Compiled by Shelley Ferguson.



DAY 5

TEND TO FIX-IT
TASKS. INCOMPLETE
JOBS HAVE A DRAINING
EFFECT, SO WORK THROUGH
NIGGLY TASKS: REPLACE THAT
BLOWN LIGHTBULB, MEND
THOSE CUSHION COVERS...
YOUR MIND SHOULD BE FREE
TO RELAX IN A LIVING
SPACE, NOT BE REELING
WITH MORE
TO-DO'S.



+ LIVING ROOM

LIFE COACH SARAH LAURIE SHARES HER IDEAS FOR CALM AND CLUTTER-FREE LIVING SPACES AND BEDROOMS. SARAHLAURIELIFESTYLES.COM

DAY 1 Find objects a home. The living room is often one of the largest spaces in the house, however for this reason it can easily turn into a dumping ground for items you'll 'put away later'. Much of our sense of disarray comes from 'stuff' lying around the house. Relocate anything that can be stored elsewhere to its rightful home – and allocate a few minutes each evening to this ritual.

DAY 2 Someone's trash is another person's treasure. The word 'clutter' is derived from the word 'clotter', which means to coagulate (clot, harden, thicken). By drawing this connection to our home we can see how clutter can stagnate our space. Decide what items you no longer need and sell, swap, or donate right away.

DAY 3 Clear out cabinets, drawers and shelves. Is your TV cabinet resembling a storage cabinet? Holding on to newspapers from last month? File, recycle or pass on publications you have read. Keep reading material up-to-date and in tidy storage.

DAY 4 Clean, dust and polish surface space. Pull out furniture and wipe skirting boards and vacuum every corner. Clean your windows. Enjoy the fresh new energy that comes with a healthier home – and a clearer view to the stunning outdoors.



TIP:
BEING ORGANISED
CAN BE VERY
SATISFYING, BUT
FOR INSTANT FEEL-
GOOD FACTOR,
ACKNOWLEDGE
PEOPLE & VALUES
THAT BRING JOY TO
YOUR LIFE.

+ BEDROOMS

DAY 6 Establish a current and easily accessible wardrobe. Unorganised spaces have a de-energising effect, which is the opposite of what you need at the beginning and end of each day. Sort through your clothing, keeping what you love and what fits you well. Install a wardrobe system that meets your clothing needs, and put most-used items at eye level, with less-used items up high.

DAY 7 Organise drawers, get rid of unused items, and store everything functional in an easy-to-access space. Create a safe home for smaller items such as jewellery, accessories, and cherished pieces such as heirlooms. Ensure they are returned to their allocated spot once worn, for peace of mind.

DAY 8 De-clutter all surfaces. Table and drawer surfaces should contain items you love and aid in the relaxation process: a lamp, scented candles, your favourite flowers, a great book, photos of your loved ones... A clear space reflects a clear mind.

DAY 9 Freshen up your bed. The piece of furniture where we spend a third of our life shouldn't be overlooked. Mix essential oil with baking soda and scatter over mattress. Leave for an hour and then vacuum off residue. This process freshens your fabric, lifts dirt and reduces dust mites. Dress your bed with breathable sheeting and layers of textures and colours you love in order to create a restful, sensual ambience.

DAY 13

START A LAUNDRY SYSTEM. DECIDE ON A 'COLLECTION POINT' – HOME TO A CENTRAL BASKET THAT DIRTY WASHING IS DROPPED INTO. DO A WASH WHENEVER IT'S FULL OR TWICE-WEEKLY TO AVOID OVERFLOW. POSITION YOUR WASHING LINE AS CLOSE TO YOUR MACHINE AS POSSIBLE. WHEN DRY, FOLD AND PUT WASHING AWAY ASAP.



+ BATHROOMS

DAY 10 Take everything out of drawers and wipe clean. Throw away expired products. Put products in similar groups, and allocate a space for them. Use drawer dividers and bins that can slide away to keep products organised and contained. If your current storage space isn't sufficient for your needs, consider investing in a wall-mounted option. Move medicines to a safe or lockable cupboard in another room in the house that's cooler and more stable temperature-wise.

DAY 11 Clear all your bathroom surfaces and reconsider what you need to put back. Surfaces are easier to clean with less on them, and create a calmer feel in this relaxing room. Put away products where possible, and display those you decide to keep visible in a nice and neat way.

DAY 12 Get creative with storage. Storage systems don't have to be ugly – in fact open storage is on-trend and can add to the appeal of your bathroom. Look out for hooks, racks, baskets and containers that suit your style. Ditch the plastic wrap holding the loo paper, and store it in a stylish basket instead.



+ KIDS' SPACES

PROFESSIONAL ORGANISER NATALIE JANE FROM BE ORGANISED SHARES HER TOP FIVE TIPS FOR CREATING PRACTICAL LIVING SPACES FOR LITTLE ONES. BEORGANISED.CO.NZ

DAY 14 Declutter. Be honest with your decisions – have they grown out of that dress, toy, game or book? Whatever the item may be, if they have outgrown it or no longer use it, either give it to charity or a friend/family who will enjoy it. Decluttering kids' spaces needs to be done on a regular basis!

DAY 15 Group similar items together. Clear a space in the room in order to sort things out. This is most helpful when organising their toys, games and bit and pieces.

DAY 16 Use the right storage. You may want to reuse and repurpose some of the storage you already have or make a fresh start! Clear plastic containers with lids, labels and/or pictures work really well with kids for their Lego, toys and games. Baskets are great for dress ups and soft toys. Cubed shelving is fantastic in kids' rooms with fabric or rattan baskets fitted inside, keeping items tidy and contained.

DAY 17 Organise. Think about where items should now go. Put things that are frequently used in an easy-to-access place and items that are not used as frequently up higher. Storage under the bed is good for Lego and larger toys, using low plastic storage boxes with lids and labels. Seasonal clothing can be stored in containers either under the bed or on the top shelf in the wardrobe.

DAY 18 Get the kids involved! Showing kids how their things are organised, labelled and where they live will make all the difference to helping them keep their space tidy, practical and a fun place to be!

+ KITCHEN

PROFESSIONAL ORGANISER STEPH KNIGHT OF LESS MESS TELLS HOW TO TACKLE THE KITCHEN AND GARAGE. LESSMESS.CO.NZ

DAY 19 Take everything out of cupboards and drawers – not all at once or you won't be able to move. Assess each item, and have a rubbish bag handy, plus a bag or box for items to donate.

+ **Start with the cutlery** and utensil drawers then move on to the cupboards. Be realistic about what you use – if you don't use it get rid of it; and if it doesn't belong in the kitchen, find its rightful place.

+ **Wipe cupboards and drawers**, and add non-slip liners in drawers to reduce rummaging. If you have dead space which you could use, add a rack or second shelf from your local storage store.

+ **Make sure everyday items** are easy to access – if you use it most, store it close. Store cutlery and tableware in cupboards near the dishwasher so it's easier to empty. Keep pots and pans near the oven or cooktop. Store items that are seldom used in cupboard corners – but first, think about whether you really need them.

DAY 20 Clear your bench and table (because you'll need the space), and take everything out of your pantry. Throw away expired products and anything you know you won't use.

+ **Wipe down surfaces**, then consider layout. In the pantry, store items higher or lower depending on how often you use them. Storing like-with-like is key to everyone in the household finding what they're looking for, and putting it away again. Group together items such as baking goods, canned food, pasta and rice, sauces and oils, spices and snack foods.

+ **Use stackable**, airtight containers to save space. Label the containers so ingredients are easy to find, and it's easier to see what you're low on come grocery shopping time.

+ **Repeat steps above** with your fridge. Use clear containers for leftovers – you're more likely to use food you can actually see.

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DAY 21

THE KITCHEN BENCH IS A COMMON DUMPING GROUND FOR HANDBAGS, PAPERWORK OR TOYS – NOT IDEAL FOR A FOOD PREP AREA. BEING ORGANISED IN OTHER AREAS OF YOUR HOME WILL HELP YOU CHANGE YOUR HABITS, AND KEEP YOUR BENCH CLEAR. REMOVE ANYTHING THAT DOESN'T BELONG IN THE KITCHEN, AND DEDICATE A SPECIFIC PLACE FOR MISCELLANEOUS ITEMS.

+ OFFICE

DAY 22 Throw away old documents you don't need – tax-related documents and supporting financial statements need to be kept for seven tax years; general bank documents for one year.

DAY 23 Change to the 'receive by email' option many utility companies now offer for receiving statements, documents and bills. That way, you can file everyday paperwork in online folders.

DAY 24 Establish a workflow to deal with incoming mail: a tray for documents to action, a filing cabinet with labelled tabs for documents you've dealt with, and a recycling bin for binable paper.

DAY 25 Put away electrical items you don't use regularly, opt for wireless devices where possible, and gather remaining cables together with cable ties, velcro strips or clever concealment products.

DAY 26 Cull excess art and craft supplies. Sort remaining items by type, and store them in baskets, bins, boxes, and even fishing tackle boxes. Store close to where the actual activity will take place.





ODD JOBS

- + STOCK UP ON CLEANING & LAUNDRY PRODUCTS
- + CHECK & TIGHTEN DOOR KNOBS
- + CHECK & REPLACE LIGHTBULBS
- + ORGANISE YOUR LINEN CUPBOARD
- + ASSESS YOUR ARTWORK – WHAT NEEDS REPAIRING, FRAMING, HANGING OR SELLING?
- + PAMPER YOUR PLANTS – MAKE SURE THEY'RE WELL POTTED AND POSITIONED



+ GARAGE

DAY 27 Hire a skip if you need to, or at least have a trailer (if you know there are items destined for the tip), some good-sized boxes and rubbish bags. Take everything out that is restricting your car getting in there. Sort out the rubbish, recycling and items to donate (and in many cases, borrowed items to return!).

DAY 28 Put items that you are keeping in suitably-sized clear storage so you can see inside. Label and date the boxes and stack them on suitable garage shelving or away in cupboards. If you don't have shelving, buy a stand-alone or built-in system from your local hardware store, or build some yourself. Do whatever you can to get items off the floor.

DAY 29 Ensure tools are all in good working order – make a pile of things that need sharpening or fixing. Corral nails and screws into labelled jars, containers or a toolbox. Put power tools together, and use pegboard mounted on the wall or a toolbox to house your hand tools.

DAY 30 You've done it! Sit back, relax and take in your new, organised home. How good does it feel? Make a pact to make it last – think about everything that comes into your house from this day forward, and whether you actually need it. Keep on top of clutter daily and your home will have less mess, and less stress.

Steph's top tips

- + **Set a goal** for how you want your home to look and feel, and make decisions with that goal in mind. Don't bring anything into the house that doesn't fit with that goal.
- + **It's okay** to let things go if they don't fit with your lifestyle, the style of your home or they are an unwanted hand-me-down.
- + **Drop the guilt.** If you have a family heirloom or antique you genuinely don't want it's okay to pass it on. It's your decision.
- + **Shop with a list.** Throwing out expired food is a huge waste of money. Keep a running shopping list on your fridge and write down what you need to replace.
- + **Bite-size chunks.** If you feel overwhelmed and don't know where to start, make a list of tasks and work through them. Baby steps are the best way to tackle clutter!
- + **Selling vs donating.** Weigh up the time and energy involved with selling stuff, compared to how much you will get for it. Big items that will bring in decent dollars are worth selling, but it's probably easier donating or throwing out small-ticket items. Don't give everything a dollar value – just give it!
- + **Beware of bargains!** Think twice about what you are bringing into your house – it's easy to fill your house with stuff you don't need, only to end up selling it for half what you paid, or donating it.
- + **Beware of fancy** storage items. Wait until you have done the decluttering and sorting to decide what storage options you need to buy. Chances are you won't need what you originally thought, or you will have something you can upcycle.
- + **It's just stuff.** We live in a world where some people have nothing, and others have so much it causes stress. Remove physical clutter from your home and the emotional load will also lighten.