

ORGANIZE ANY SPACE IN

3

# SIMPLE STEPS

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## HEY! I'M JENN

I am the founder of The Simple Sort, an all-inclusive organizing company in Colorado.

I'm also a wife, mom of 3, and busy business owner. I understand the challenges of trying to manage it all. Because running a successful business, raising a family, and feeling good doing it requires smart management and easy systems.

Every year, The Simple Sort organizes dozens of Colorado's busiest and best homes so that families can stop stressing and start enjoying more time. Now, I am bringing my no-nonsense, simple style to your home—no matter where you are!

If you are ready to simplify your life, get organized, and create a home you love, you've come to the right place. It can be overwhelming to know where to start, so I created this simple guide to point you in the right direction.



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# THE SIMPLE SORT FRAMEWORK

This simple framework is the exact system we use to create functional spaces for our clients. We use this system in all kinds of spaces to reduce clutter, organize and style, and create systems that are simple to maintain. From one drawer, to an entire home, you too can use these steps to organize any space that is stressing you and transform your life from chaos to calm.

## BEFORE YOU BEGIN:



### CLEAR SPACE

You're going to need room to work, sort, and organize. Clear off your bed, a flat surface, or some floor space before you begin.



### MAKE A PLAN

If you fail to plan you plan to fail. Set yourself up for success by planning out your organizing project.



### CARVE OUT TIME

Limit distractions and carve out time to complete your project. It may take longer than you anticipate and you don't want to run out of steam in the middle.

## STEP 1: EMPTY

Whether you are organizing a drawer in the kitchen, the linen closet, a pantry, a room, or the entire house; the process remains the same.

It starts by removing EVERYTHING from the space you wish to organize.

Yes, we mean everything.

Once everything is out go ahead and give the space a good cleaning. Wipe out the drawer. Vacuum the floor. Dust the shelves. Whatever you need to do while the space is empty.



## STEP 2: SORT

Next, sort all the items into categories of like items. For instance, categories for a wardrobe closet may be "jeans, skirts, blouses, t-shirts, etc", while categories in a linen closet may be "medicine, towels, wash clothes, sheet sets, etc." You get the point.

Like with Like. That's it. Keep it simple.

FEELING OVERWHELMED?  
Don't make these mistakes most  
people make when trying to get  
organized.

[Click here to read more](#)



## THE EDIT:

This is also the step where you begin to purge and relocate items.

Deciding what to keep and what to let go of can be a challenge. We believe that the key to creating a positive life with more joy and less stress begins with simplifying your space and making room for more of what truly matters. We suggest starting with boxes/bins/zones for these categories no matter what space you organize:

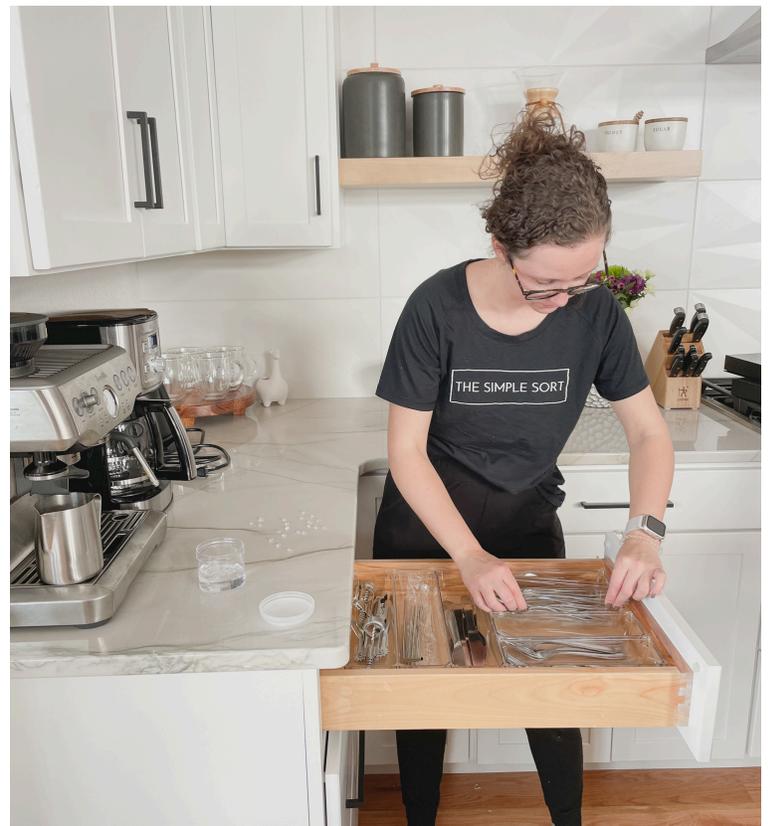
- donate
- toss
- sell
- return
- recycle
- relocate

Stuck on making decisions?

[Click here to read](#) more about how to declutter sentimental items.

## STEP 3: ORGANIZE

The fun part is the put-back! When it all comes together, you can customize the style to fit your own taste. This is where you can get as creative or fancy as you'd like with bins, baskets, labels, etc.



# TIPS FOR AN ORGANIZED SPACE

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- Everything needs a home. The key to organizing and staying organized is to designate a spot for every item. That way you always know where to find it, and where to put it back. Store it where you use it.
- Use bins, baskets, and containers to contain and corral items; BUT be purposeful with them. Plan out the space and ensure the containers you chose fit the space and the products you are putting in them.
- Remember: keep like items together. Frequently used items get priority space.
- Label everything. This will also help know where to find things and where to put them back. Don't be afraid to label everything including bins, drawers, and shelves.

# GET IT DONE TIPS

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- Baby steps. Focus on one small area at a time to reduce stress. It may be one drawer, one shelf, one pile of papers. If you try to tackle too much, you will get overwhelmed.
- Get the family involved and maybe even some friends. Whether they help you hands-on, or are there to motivate you to keep going, it's always easier, and a little more fun with a friend.
- Set goals and deadlines. Big events will help you push through (ex. "I'll organize my paperwork before we leave for summer vacation", or " I'll get through the closet before our company arrives".)
- Reward yourself. Organizing and decluttering can be stressful and exhausting. You deserve a reward for getting through it. So, once you reach your goal, treat yourself with a massage, nice dinner, or something you enjoy when you get done.

# BONUSES

As a bonus for downloading this guide and sticking through to the end, we want to reward you with a few bonuses:

1. A list of our favorite organizing products and where you can find them
2. Our "10 things you can Toss in 10 minutes" list

IF YOU GET THROUGH THIS GUIDE AND STILL FEEL  
STUCK, DON'T WORRY;  
WE GOT YOU!

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CLICK HERE  
TO SHOP OUR  
FAVORITE  
PRODUCTS FOR  
ORGANIZING  
YOUR SPACE

# 10 THINGS YOU CAN TOSS

(in 10 minutes)

- Expired Medicine
- Old Makeup
- Expired Food
- Dried Out Pens and Markers
- Broken Crayons
- Broken Toys
- Single Socks
- Empty Boxes/Packaging
- Old Magazines
- Old Coupons & Mailers