

S

SORT

Choose a drawer, closet or room. Group items into categories - like with like. (This requires you to remove and touch every item in the space). It may also help to gather other "like" items dispersed throughout the house. Now you can see what you have.

P

PURGE

Discard or Donate items that are: expired, broken, duplicated, or no longer serve you. If this step is difficult, make one pass and then come back to it another day to make another pass.

A

ASSIGN

Assign homes for each category. (Example: all baking items in a kitchen drawer, medicines on the upper shelf of linen closet.) Choose easy access spaces (called "prime real estate") for items you use daily. Choose lower shelves for heavier items. Choose higher shelves for items used least often.

C

CONTAIN

Your categorized items can now be folded, hung or placed into bins. Containers help to keep categories separated. Also, label the bins or shelves to help everyone in your home know where things should go.

E

EQUALIZE

This step requires practice to form new habits. It's important to maintain the systems you've put into place by choosing the same time every day to put things away, especially new things coming into your home.

ADAPTED FROM JULIE MORGENSTERN