

I want you to choose one small space where you can implement the guidelines I share in this lesson.

Once you tackle a small space, you will be able to use the same principles to take on larger areas in your home and make space for the things that matter.

Okay? Which space will you be organizing today?

Some examples of places to start may be:

The junk drawer // Beneath a bathroom sink // The top of your desk // A linen closet

The purpose of choosing a smaller space is to be able to start and finish this organization project within a couple hours.

I want you to learn, and feel empowered as you organize and make space, rather than to feel overwhelmed.

Once you have decided on your space, let's get started!

### 1. Remove EVERYTHING from the space.

It is impossible to gauge what you have and which things are necessary until it is all out! ALL of it!

### 2. Sort the items into similar piles.

Dividing things by type helps you understand what you might be unknowingly collecting. It also gives you an idea of what type of organization might work best.

### 3. Clean out the space.

Wipe it down with a Clorox wipe, or vacuum out the dust.

Prepare the space to start putting things back.

### 4. Decide what to keep.

This is the big one! We often hang on to things out of habit, or because we are invested in the money we spent or a memory attached to an item.

With each item, ask yourself the following questions:

**DO I REALLY LOVE THIS ITEM?  
DO I USE THIS ITEM REGULARLY?  
WOULD I BUY THIS AGAIN TODAY?**

If you answer "no" to one of these questions, chances are that item is not adding much value to your life.

### 5. Get rid of the no's.

I have heard of people putting things that aren't obvious garbage in a bin in the garage to throw away or donate in a few months, so not to make too permanent of a decision. I have learned that if I say "no" once, it is very unlikely I'll come back and remember how much I love that item. So I like to donate right away.

### 6. Put back the items you are keeping, grouped by type.

From time to time, paradoxically, it may be a good idea to buy a box or bin for organization to keep everything straight. If possible, leave a little extra space in the area.

### 7. Leave a little space.

Leave an empty shelf or a bit of breathing room between baskets and bins. This space will bring a sense of peace into this small section of your life. It will remind you of the value of empty space, and help you resist the urge to fill it all up again.

## ORGANIZE YOUR HOME TO HAVE SPACE FOR WHAT MATTERS MOST

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Notice, I don't ask the question:

**"Is there a possibility I might need one of these someday?"**

That is the question that fills peoples homes up to overflowing with plans for the future, instead of allowing them to live well in the present.

Being prepared for the future is great, but hoarding stuff for some hypothetical future event can clutter up our homes and hearts, diminishing the space we have for things that we do love, or use today.

I also didn't ask the question:

**"Did I used to love this thing?"**

Hanging onto things because of an attachment to the past also takes away from the time, energy, and investment we can make in our present lives. We can feel gratitude for the service and love that item gave us, and lovingly release it out of our lives.

For things that are particularly sentimental, it can feel amazing to find new homes for them with people who will love them as you once did. (Rather than simply throwing them away or anonymously donating them.)