

Use the letters in S-P-A-C-E to help you determine 5 steps to managing possessions at home:

S-Sort: -sort the things to give away or keep

- sort the clothes that fit and the things that don't
- sort the items that you will need for upstairs & downstairs or specific rooms
- sort your belongings by seasons and store what you are not currently using in bins (toys, clothing, decorations etc)
- sort school materials by subject

P-Purge: -throw away items that are broken immediately

- throw away the things that have missing parts
- compost out of date food in the fridge or freezer or give it to your pets
- take pictures of sentimental items or children's artwork with a digital camera
- go through your drawers and files twice a year
- start a box to put gently used items to donate to charity
- recycle school workbooks at the end of the year

A-Assign Areas:

Everything in your house should have a logical and regular place. It is so frustrating when you need a hairbrush or a hat and you can't find it anywhere.

- food should stay in the kitchen
- toys stay in playroom or kids rooms
- shoes and jackets must be lined up in coat room
- designate frequently needed items to be kept where you can access easily (dishrags next to sink, bibs close to the table, pencil and paper by telephones)
- combs and hair accessories stay in the bathroom
- make an area for dirty laundry and an area for clean laundry
- keep library books in a separate area from your personal books
- make a craft corner for art supplies and have a place for finished masterpieces (eg. Bulletin board or fridge and then a box or three ring binder for each child)

C-Contain Clutter:

- floors, counter tops, and desks are the places that clutter accumulates quickly.
- pay attention to contain your paper work. A file folder system for home-schooling is something you may want to develop. I have listed the folder titles that I use.
- decide how you are going to store finished school projects (box of samples)
- open your mail over the recycling bin
- caddy style containers are good for many household items (vitamins and medicine, batteries etc)
- buy bins and label them to categories (you can use photos and words to label bins for children who are not reading yet). Get inspired by a trip to IKEA

E-Equalize:

- keep things in complete sets (eg. bed-sheets, socks, towels, tupperware containers and lids)
- organize your closet by color or height. Have all your hangers the same brand in a closet
- keep your bins the same size or coordinate by color per shelf. This is more appealing to the eye.