

6

**Steps to
Declutter
any Closet**

MINUTES with **MEG**

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So you've got a closet or two or a dozen, and many shelves that need to be decluttered and organized. No fear I have a simple, step-by-step guide to help you do just that.

Six simple steps to reclaim control of your closets

Step 1: Remove all items from the closet

This means absolutely everything (easiest to do when you don't have little helpers, but sometimes that cannot be avoided)

Step 2: Sort all items into categories

Depending on what purpose your closet serves, this might be towels, medications, hats, gloves, notebooks, etc. Sort these items into distinct piles, which can be located on a table you set up or on the floor.

Step 3: Assess what is left into three piles

This can be hard, but you are really trying to keep only the items you will use. For instance, do you really need 4 pairs of gloves for each person? How many towels do you actually need to keep per family member? I'm guessing it's not the 6 that you maybe currently have. Be sure to throw items away that are no longer usable (notebooks that are used up, expired medication, etc.) All items must be sorted into one of the following three piles:

- a. Keep
- b. Throw away
- c. Donate/sell

Step 4: Relocate items that don't belong in the closet to where they do belong

Often items get shoved wherever is easiest and not put back where they actually belong.

Step 5: Look at your empty space and decide what will be functional for you

Does it make sense to have the office supplies in the office, or on a shelf on the second floor near where everyone works and does homework? In our house, we discovered that at this point in our lives having hats and gloves located on a high shelf in our closet didn't make sense. Neither of our children could reach them, and they never got put away correctly. In that case we moved them within the closet to be more functional for us. We used an over-the-door shoe organizer to store hats and gloves

Step 6: Put the space back together

Once you have decided on the function of the closet you are ready to put items back in the closet. You will only be returning the items you have chosen to keep. You should find that you have more space because you have thrown away and donated some items.

It was that easy to declutter and organize a closet. Now you can go and tackle the next closet. Be sure to get those donated items out of your home quickly so they don't accidentally jump back into the closet.