



Atomic

HOME

ORGANIZING

Planner

The ultimate planning tool for
organizing your home.

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Introduction

People always ask me how exactly to declutter a home when it seems so overwhelming before you even start. It's so hard to focus with all the clutter. But it will stay hard to focus until the clutter is gone. So the most important thing is to start!

The less you have, the less you have to put away.

By no means am I tell you to be a minimalist. You can live a perfectly clutter-free life without going that far. Getting rid of the things you don't use, need, or want will make room for the things you love. Your home should be a reflection of you. When you look around, you should see things that make you happy.

You should have a certain amount of skepticism in articles that claim you can declutter your home in one day or one weekend. They aren't necessarily wrong. That being said, all homes are different. The size of your home, the number of people who live there, and the amount of stuff you own are all factors that will play into how long it takes.

Still, try not to spend too much time thinking about every single thing you're sorting through. The longer you think about it, the more likely you are to keep it. There is no cookie-cutter process or timeline. Your experience will be unique to you.

And just the same, your organizational process will be unique to you. Instagram perfect pictures are often unrealistic. Focus your energy on something functional for your family instead of just the aesthetic side of things. You want it to look nice, obviously. But something that looks nice without being efficient will ALWAYS stay a mess.

Spend a little time going through this book and really think about what your goals are. Form a strategy. Set a date. Then get busy. You'll be the most successful when you know what you want.

Happy organizing!

My Home Strategy

What is the most stressful thing about your home space?

What would make you love your space even more?

What part of your home do you have the most trouble keeping organized?

What are the main places in your home that collect clutter? What are some solutions to curb this issue?

What are some non-negotiable things you definitely want to keep?

Off the top of your head, what do you definitely want to be rid of?

What is some thing (or things) you'd like to display that has been stored away?

What items are scattered throughout the house that need to be brought together?
(ie. batteries, emergency supplies, linens, etc.)

What days are better for you to organize your home? Think about your schedule and any obligations you have that will take up your time.

Answer these Questions

- ▶ What is your most cluttered room?
- ▶ What is your most organized room?
- ▶ Where do you put things to keep them out of sight?
- ▶ In what room do you spend the most time?
- ▶ In what room do you spend the least time?
- ▶ Compare the clutter in those 2 rooms. Which is worse?
- ▶ In what room would you prefer to spend most of your time?
- ▶ What room stresses you out the most?
- ▶ If you only had time to organize one area (not room) what would it be?
- ▶ What tools would be helpful to organize that space in a functional way?
- ▶ What is your main goal for your home?

Now, decide where you want to start.

Kitchen

»» Decide on any new storage solutions BEFORE you start. DO NOT get halfway through a room before you decide what you want to do.

»» Always start from the TOP and work your way DOWN. This way you're not getting dirt onto a surface you've previously cleaned.

► Cabinets

Empty all cabinets.

Clean the inside of cabinets.

Place things back into the cabinets in a more FUNCTIONAL way than before.

Toss anything you don't need or love.

► Drawers

Empty all drawers.

Clean the inside of drawers.

Place things back into the drawers in a more FUNCTIONAL way than before.

Toss anything you don't need or love.

► Pantry

Empty the pantry.

Clean all pantry shelves.

Place things back into the pantry in a more FUNCTIONAL way than before.

Toss anything that is expired or that you likely won't use before the expiration date.

► Fridge

Empty the fridge.

Clean everything inside the fridge, including shelves and drawers. You may need to take some parts out of the fridge to clean it completely.

Put food back into the fridge with like things together so you can find things easily.

Toss anything that is expired or that you likely won't use before the expiration date.

Kitchen Tips

Store utensils in a container on the countertop for ease of use and to help keep drawers uncluttered.

Store small appliances you don't use often in a cabinet to help keep the countertops clear.

Use clear bins in the fridge to contain spills and keep like things together.

If possible, adjust shelves in the fridge to accommodate the types of things you usually have.

Utilize baskets in the pantry to keep like things together without seeming cluttered.

Keep things OFF the fridge. Having things on top of the fridge, and even on the front of the fridge, automatically makes your kitchen space look more cluttered.

Living Room

- Decide on any new storage solutions BEFORE you start. DO NOT get halfway through a room before you decide what you want to do.
- Choose what goes into this room by knowing what's important to your family.
- Take everything out of the living room that doesn't belong there. Make sure each item goes to the room where it belongs.
- Look at any decor on shelves or hanging on walls and decide whether to keep it or toss it.
- Go through books and magazines.
- Take everything out of living room storage (ie. baskets, drawers, furniture with hidden storage, etc).
- Sort through and only put back what you need or love.
- If you are also deep cleaning the living room be sure to clean the ceiling fan first, followed by surfaces, furniture, and lastly the floor. ALWAYS clean from the top down.

Living Room Tips

Consider adding a basket for throw blankets that will make cuddling on the couch easy.

If you have kids, you may want to add an empty basket that would make toy pickup (and return to the bedroom) easy at the end of the day.

Really consider what type of furniture you are choosing to put in the living room. Some furniture styles are more likely to attract clutter while others make it harder to clutter a space.

Dining Room

- ▶ What do you want the feel of your dining room to be?
- ▶ What do you need to remove to make it feel the way you want?
- ▶ Is there something you can easily add to give it the desired feel?
- ▶ What kind of storage do you need in the dining room?
- ▶ How can you add storage while still staying true to the feel of the room?
- ▶ What is your goal for this room?

Use the space below to list your ideas for the dining room.

Bedroom Closet

- ▶ **Put everything away first.** DO NOT take everything out of your closet. It creates a lot of extra (and unnecessary) work. It is much easier to see everything when it's hanging.
- ▶ **Take out anything with holes/stains.** You obviously won't donate these items, so go ahead and trash them now.
- ▶ **Take out anything that doesn't fit.** You can choose whether to sell or donate, but either way get it out of your house ASAP.
- ▶ **Take out anything you haven't worn in the past year.** Same rules apply to this one. Whatever you do, get it out of the house quickly.
- ▶ **Turn the hangers around on everything left in the closet.** After you wear and launder each item hang it correctly. Clothing still on backwards hangers after 6 months can be tossed.
- ▶ **Store out of season items.** These items unnecessarily take up room in your closet. Store them in totes (in another location) or vacuum bags to create more space in your closet.
- ▶ **Organize your clothes.** Organizing by type or by color is the most efficient way to know what you have and find what you need.
- ▶ **Utilize baskets in the closet.** Using baskets to keep random items out of sight is a surefire way to reduce clutter and keep the closet looking tidy.
- ▶ **Use specialized hangers for accessories.** Using hangers made especially for things like belts, ties, hats, purses, and tank tops will help you save space in your closet.

Bedroom



Get rid of any unused furniture. Free up the space you already have instead of trying to MAKE more.



Your room should be your sanctuary from everything else going on in your house. Make it a PRIORITY.



Take anything out of the bedroom that doesn't belong there. Make sure each item goes to the room where it belongs.



Pick up everything on the floor and decide whether it stays or goes.



Look at any decor on shelves or hanging on walls and decide whether to keep it or toss it.



Go through books, magazines, toiletries, and jewelry. Keep only what you love and find a good place to keep it.



Take everything out of bedroom storage (ie. baskets, drawers, furniture with hidden storage, etc).



Sort through and only put back what you need or love.



If you are also deep cleaning the bedroom be sure to clean the ceiling fan first, followed by surfaces, furniture, and the floor before finally washing the linens. ALWAYS clean from the top down.

Bedroom Tips

Consider adding a basket for throw pillows so they don't clutter up your room before you've made your bed.

If this is a kid's room be sure to go through and throw away any toys or puzzles that are broken or have missing pieces AND toys they NEVER play with. (It may be best to do this while your child isn't looking.)

"File" your clothes into drawers to make them easier to put away AND find.

Bathroom

- ▶ Take everything out of the cabinets and drawers.
- ▶ Check dates on everything and throw away anything that has expired. This not only includes medications, but also things like lotions and sunscreen.
- ▶ Throw away any makeup that is old or that you no longer use.
- ▶ Clean the inside of all cabinets and drawers.
- ▶ Put everything you're keeping back into the cabinets and drawers, arranging things according to what you use most often.
- ▶ Throw out and replace any torn rugs or shower curtains.

Bathroom Tips

Add a cute basket to house any dirty laundry before it gets taken to the laundry room.

Use bins or plastic containers under the sink to keep like items together and contained. It will also make storing surplus items easier.

Adding a low-light plant to the bathroom will add a new element and help purify the air.

Troubleshooting

- 1 Have a mail organizer.** Set it up by the front door (or wherever you drop the mail) and sort it immediately upon entering the house.
- 2 Throw away junk mail immediately.** DO NOT lay it down. THROW IT AWAY.
- 3 Choose a day to go through mail.** Make it the same day every week and take a few minutes to trash, shred, or file mail and papers.
- 4 Keep a basket in each room to catch clutter.** This is an easy way to "hide" clutter temporarily. Be sure to empty the baskets nightly and put everything where it belongs.
- 5 Do a 30 minute clean sweep.** Set a timer for 30 minutes and do as much tidying as you can in that time. This is a time specifically for tidying, NOT cleaning. Get your kids in on it. They'll work harder with a short time limit. You'll be surprised by the difference 30 minutes can make.
- 6 Make your bed.** Even if you don't fully clean your room, just making your bed can make your room LOOK up to 50 % cleaner. The same idea applies in all rooms. Take the focal point and tidy just that area. Instant difference.
- 7 Keep a to-do list.** Keep it where you can see it and only add 3 things at a time. An endless list will create the feeling that you'll never get finished. You can add new things as you check them off, but only have 3 things on your list at any given time.
- 8 Put a bowl near the front door for keys, wallets, etc.** By creating a space for these items you keep them contained instead of having them take over and cluttering other spaces like your table or kitchen counter.
- 9 One in, one out.** When you bring something new into your home, get rid of something. This helps you replace items instead of accumulating more than you have room for.
- 10 You may consider keeping 2 baskets by the front door.** It will be a good place for your family to put shoes and jackets when they come in without cluttering the entry.
- 11 Designate a special place in each child's room for their backpack.** This will help keep backpacks out of the general living areas and also help kids keep track of them.

Kitchen Cleaning List

- Put away clean, dry dishes from the drying mat.
- Put all dirty dishes inside/beside sink.
- Unload dishwasher (Make sure the dishes are clean before putting them into the cabinet!)
- If they are still dirty put them into a separate pile for handwashing.
- Rinse dirty dishes and load them into the dishwasher.
- Run hot soapy water in sink for the hand-wash dishes. * DO NOT LEAVE THEM OVERNIGHT.
- Handwash said dishes.
- Clean countertop... with disinfectant cleaner. * Including the triangle behind the sink.
- Put things on countertop back where they go.
- Wipe stove. Don't leave grease residue.
- Sweep floor. Yes, even behind the trash can.
- Mop the floor. 2x/ week is fine.

For special occasions or once per week:

- Wipe fridge/faucet with stainless steel cleaning wipes
- Clean oven door with glass cleaner
- Wipe random stuff off cabinets

Bathroom Cleaning List

- Clean off counter. Put all things away. Then clean it with CLEANER. Especially under the soap bottle.
- Clean inside sink with disinfectant cleaner.
- Clean inside toilet. With the disposable toilet brushes.
- Clean outside toilet... even behind the seat and at the BOTTOM of it.
- Take washcloths out of the bathtub and throw away any empty bottles.
- Clean inside of bathtub with cleaner. (Scrubbing bubbles, CLR, etc)
- Take out bathroom trash. Even things on the floor.
- Replace trash bag
- Put rugs in washing machine and TURN ON.
- Sweep floor.
- Mop floor. Pay attention to corners.
- Clean mirrors with glass cleaner.

For special occasions or once per week:

- Wipe faucets with stainless steel cleaning wipes
- Wipe off cabinets
- Wash and replace fabric shower curtain
- Check air freshener and replace if needed

Laundry Chores List

- Try to keep laundry separated in appropriate hampers.
- Keep clothing off floors.
- If items fall onto floor during transport, PICK THEM UP.
- DO NOT put random baskets of clothes on top of the washer/dryer.
- Everyone wash, dry, fold, put away your own clothes.
- Towels and blankets are your responsibility.
- When you take things out of the dryer, take them to the living room and lay them out flat.

***Do not leave clean clothes in the laundry room.**

- Folding towels and blankets AND PUTTING THEM AWAY is your responsibility.
- Nothing goes in the sock basket except socks and gloves.
*No underwear, washcloths, shoestrings, etc.

For special occasions or once per week:

- Wipe faucets with stainless steel cleaning wipes
- Wipe off cabinets as well as the front of the washer/dryer
- Clean off all surfaces

**This list was written for a home with older children helping with laundry. Edit it as needed to fit the needs of your household.

