

*Simplified* by Bobbie

Your Life: From CoMpLiCaTeD to Simplified

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**Home  
Tips  
From  
A  
Pro:**

**Bathroom:**

It is really important to stay organized in the bathroom. Often this is the place that has less storage than you'd like & more things than you really need! Sort & store items by type so you know what you have, thus preventing duplicate purchases, wasting space & money. It's as easy as a few bins under your sink labeled for "hair supplies", "personal care", etc. If you run out of something, check your bin first! If you have none, put it on your grocery list. If you like to "stock up" - only do this if you truly have the room for it. Remember that there is a cost to clutter, and it might be worth it to keep less on hand.

**Bedroom & Laundry:** Place a basket or small container in each bedroom closet for discarded hangers. When you take a piece of clothing to wear off it's hanger, put that hanger straight into the "hanger basket." When laundry day rolls around, carry the basket to your laundry room & hang your clothes up as they come out of the dryer. This reduces wrinkles & saves time! No longer will you have to put all of your clothes in a laundry basket, carry them to your bedroom, decide to hang them up later, then when later comes you realize everything is wrinkled, & now you've created ironing work (and who wants that). Follow this simple tip and you'll save much more time and irritation along the way!

**Office:** The office is the most important room to have a system and maintain it! This goes for every room in your home, but the office is definitely the easiest to spin out of control if not maintained. There are so many ways to organize your office, but the basic parts are to have: a clear workspace, effective storage for supplies, and a filing system that works for you - which should include "action files", "reference files", and "life maintenance files." Without systems in place the office can become an overwhelming space that you desperately avoid. Simplify and get organized; you'll feel better when you control your office, and it no longer controls you!

**Kitchen:** This is the easiest place to waste time, even when you're not trying. To save time during prep & cooking make sure to use "1-motion storage." So anything you need to access on a daily basis should be reached in one-motion: open the cupboard & grab a spice, open a drawer & get a utensil - not open, move, rearrange, get what you need, put the other things back, & continue cooking (insert frustration along the way). Put the items that you use less frequently in the back of a cabinet or under other things. Don't waste time sifting through things you rarely use to get to the things you use daily!

**Foyer:** This space could be known as the "drop zone"! When you walk in the door - you drop everything. This is so common, but makes for an unsightly entryway. To fix this, simply give everything a place to be dropped. Set up zones for commonly used items: keys, purse, book-bags, shoes, coats, mail, & hang a hook or have special hangers for guests. These zones can be made with whatever you'd like; your favorite basket, a door organizer, hooks or bins. If it is visually appealing to you, you're more likely to use it!

**Garage:** Typically a garage plays so many roles and is home to many things. To create order in this "catch-all" space, simplify it with stations. Designate areas for those items you commonly keep and would like access to: Sports Equipment, Yard Tools, Automotive Supplies, Household Items, Seasonal Storage, etc. By giving everything a proper home you and your family will know just where to go when retrieving or returning an item. We really do expect a lot from a garage - but when it's organized, it's not so unrealistic.

**Kid's Play Space:** Proper storage is key in a play space. There are so many storage options for toys: bins, baskets, toy-boxes, shelves, hooks, etc. Keep it simple though - that means the storage you use should be age appropriate for your child. They should be able to help with the cleaning process! Teach them to clean as they go - if you take something out, put something away. Using pictures on bins when children are young helps to teach them that "there's a place for everything and to put everything in its place."