



Organizing Tip Sheet

Welcome To the Casa Vilora Interiors 4 Week Organize A Room Challenge. We are so excited that you have decided to be a part of our great community. The next 4 weeks will be very exciting, as you join forces with like-minded homeowners who are ready to claim back their living spaces, and experience true luxury in their homes.

This Tip Sheet will provide you with actionable ideas, recommendations, resources and information to navigate the next 4 weeks of decluttering and organizing. Be sure to join our Facebook Group and post your progress each Tuesday, ask questions, share ideas and engage with the community. At the end of these 4 weeks, you will have accomplished a very important goal. Thanks again. I look forward to seeing you and sharing with you in the community



[JOIN OUR FACEBOOK COMMUNITY](#)

Week 1

Assess Your Space & Be Brutally Honest

We are all guilty of it – what I like to call the pack-rat syndrome. Holding on to items that you swear that you will have a need for one day, when in reality, they just take up space in your home, gather dust, and cause overwhelm. This is where you need to take an honest assessment of your space and really decide if you will ever use the items that you are holding on to.

TIPS

- Think efficiency and not perfectionism
- Let go off the past and make the decision to move forward
- Changing your mindset is an important part of this process
- Don't worry if you might hurt aunt Jemima's feelings by getting rid of the gift from 10 Christmases ago. It is your home; not hers.
- Think Green And Recycling

- Begin by breaking up the room into bite-sized pieces instead of tackling the whole room (4 parts is good). Decide how many hours you will need to spend on each quarter of the room and set that time aside. This may mean putting it on your calendar, but stick to it!
- Start by removing things that just need to be relocated to another space in the home – maybe the dog bed, the kids' toys, last week's mail.
- Next, sort items that are in plain view in the room, and then you can tackle drawers and closets
- Bring in some labeled boxes to sort items into. Labels are: **Keep, Junk, Donate, Sell, Hmmm** (yes, I am aware that you may need to think about a few items, but keep that to a minimum and make the decision quickly. For the items you want to keep, ask yourself where you will store them. If you cannot think of a home for them, maybe they can be donated instead
- If you have children, this may be a great way to get them involved, but don't let their involvement slow you down too much. Making it a fun family activity might work as a motivator, or doing it alone might.
- Remove the boxes that need to go out right away. Junk gets thrown away on the next garbage day, and take donations to your favorite charity immediately.
- Congratulations! You have successfully completed week one. 🧡👏

Week 2

Out With The Old Or Someone Else's Treasure

Ever heard the saying “one man's trash is another man's Treasure”? Well, it is true. This is where you will make someone else very happy. I bet you thought this was just for you. By getting rid of items that you no longer have a need for, you are filling someone else's immediate needs. That is definitely something to get excited about!

TIPS

- Choose your favorite charity to take donations to. If you are in the Katy area, Katy Christian Ministries is a great one that supports the local community
- Donating to an organization usually means you can request a tax deduction receipt
- Use the parking lot drop off donation boxes for quick donations
- If you have a church that you attend regularly, find out if there might be a family that you can donate to directly
- There may be heirloom items, or items of sentimental value that you may not necessarily want to keep, but you could gift to another family member. That way it stays in the family and you may still have the chance to enjoy it when you visit
- Donate items that you would be ok receiving yourself. Clothing that are soiled, ripped, worn out should go to the junk pile. Household goods that are obviously beyond repair should also go to the junk pile
- Placing boxes on your curb and label “Free” is a great way to get rid of items if you want to avoid a trip in the car. This is a great way to get rid of larger pieces
- For items you plan to sell – do so right away. You can organize a garage sale (Keep in mind that you may need HOA approval in some areas), sell on Craig's List (Read their safety guidelines), or sell on eBay.
- Decide on a time cap for how long you will list items for sale. If they do not sell in 14 days, it is time to donate them
- If you decide to sell items, do not overprice. Your priority should be to get rid of stuff versus making a profit on them
- For items that you will keep, place them in their permanent home right away. Name the “permanent home” for the items and store only the items with that name in that area. For example *Stationery drawer* – store only stationery items in that drawer. Think about each item this way – *Would a guest in my home know where to find it?*
- Congratulations! You have successfully completed week two 🧡👏

Week 3

Plan Of Attack & Shop Till You Drop

Yay! You have made it to week three! If you thought that the last two weeks were torturous, getting rid of things you perhaps didn't really want to, then week 3 will be more to your liking. This is where you will start to have some real fun! The decluttering is over and now it is time to create the plan and shop for new items that will make your space that much more functional and efficient. There is light at the end of the tunnel, and I am so proud of you for sticking with it. Planning your space is an important step to making sure you live a clutter-free life from this day forward.

TIPS

- Now that you are left with just the items you will keep, it is time to make another assessment of your inventory compared to your available storage. The golden rule of organizing is "*Inventory must conform to storage*". If you have more stuff than there is room for, time to return to the activities you did in week 1 and week 2.....go on, we will wait for you.
- Do not return to filling your storage space with stuff. If you do, it is the start of a future clutter problem. Leave enough room in each space
- Make an inventory list of the types of items that you need to store in the room. Make a note of how many of these items you have
- Do some research on container types and calculate how many of each container type you need to bring in based on the inventory of items. Keep the number of containers to a minimum. This means that you need to purchase as big a container as the space can handle
- Keep in mind that newer isn't always better when it comes to containerizing. The tried and true low-tech options are an inexpensive and practical way to store your items
- For the most part, your goal is organization and not beautification, but as a Designer I will recommend that containers that will be visible in a room need to be attractive.
- Fabric wrapped boxes are pretty, and are a great way to store kids crafts and artwork, photos, memorabilia. They are usually fairly inexpensive and can be purchased to coordinate with your space. Binders are a great way to keep paperwork that you may need to access frequently. Think about possibly making a flip book with your kids' art in a binder. Great for a coffee table book. Limit the art to one year. Clear bins are a great option for toys, camping equipment, Christmas décor. Clear allows you to see what is inside without having to label them. I know this will go against your grain, but keep lids off the containers (or purchase the containers with the lids hanging off the sides). This will force you to not stack containers and make your storage more accessible. Open front stacking baskets are great for easy access. Instead of stacking them, consider placing them side by side on a shelf to corral and containerize like items – for example in a pantry. Hooks are great for coats and towels etc. Place hooks in bedrooms (especially kids' bedrooms), bathrooms and near doors. Clip on over-door hooks are very efficient and require no hardware to hang. Lightweight modular shelves are indispensable in a well-organized home. They are great for utility areas like garages and mudrooms. Finished wood shelving is a great way to display collections in a room, and for storing books. They take up very little footprint in a room but still provide a lot of storage. Cork boards are a great way to turn a small portion of a wall into a family messaging center.
- Filing system can be a tough one to sort through. Color coding using colorful folders is a great way to find files easily. When naming files, be as specific as possible. Example: instead of "important papers" use "birth/marriage certificates". Arranging files alphabetically is typically the best way to go. Files that can be eliminated altogether: *Health History* – rely on your doctor's medical records. Keep a copy of your kids' last physical and shot records. *Car Maintenance* – the next owner only cares about the blue book value. *Recipes* – Use the internet. *Craft/Hobby Ideas* – Use the internet. *Bank Statements* – reconcile and throw away (shred first)
- Before purchasing any container, ask yourself – is it efficient? Does it make putting away items easier or harder? Does it make cleaning harder? Is it filling the need you have or is it just another marketing ploy?
- When you are looking to purchase containers, here are a few things to consider: Store items on walls or on shelves versus on the floor. Go up, not out. There is value in the "rough" storage areas in your home, such as

attics. The goal going forward is not to acquire more storage, but to reduce possessions. Before spending on storage, declutter.

- Plan out the room on paper before re-arranging furniture. Measure the space and furniture, and use graph paper to sketch a floorplan. There are also consumer friendly room planning software available on the market such as Icovia
- Congratulations! You have successfully completed Week 3 🎉

Week 4

In With The New And Check Me Out

Congratulations! You have made it to the final week! Are you ready to have some fun? This last week is all about putting your room back together and feel the tension disappear. There is nothing like having a beautiful and efficient home, where everything is where it should be. You are able to relax in your own home, and you don't have to make excuses when the neighbors invite themselves over. Most importantly, however, is making sure that you can maintain your new organized space. It does take a new mindset to live an organized life, but the tools that you learned within the last 4 weeks, will vital in helping you stay organized

TIPS

- Using the floor plan you drew last week, put your room back together starting with the larger items first.
- Carefully consider your existing furnishings and what will work in the room and what will not. The scale of furniture is very important for the room to flow well. Pieces that are too large, or even visually bulky, will take up too much room
- Switch out pieces from other areas of the home if needed
- If new furnishings need to be brought in, choose as many pieces with storage as the room can handle – storage ottomans instead of cocktail tables, tables with drawers, a chest with doors/drawers instead of a console table etc
- Even decorative items can help with storage – a tray or a great looking box on the coffee table is a great way to store remote controls when not in use
- Pull out books from boxes and arrange on shelves in a bookcase as decoration
- Group collections together for bigger impact, especially if they are smaller. If they are all over the room, they tend to look like clutter
- Consider creating a gallery wall with family pictures versus having individual frames on table tops
- Congratulations! You have successfully completed the 4 Week Organize A Room Challenge! You have made this designer very proud. Now is the time to relax and enjoy your new space. 🎉

Some Final TIPS

- Get a shredder for papers that have personal information
- Throw away junk mail immediately and don't give them a chance to accumulate
- Clean up after each kids play session
- Create a recycling center near the kitchen or garage
- Create an area for back packs etc near the door that the kids use most often after school. Have a designated station or even a hook for each child
- Create a homework and /or bill paying area and keep all school papers and bills in that area
- A great read – The fast and Furious – 5 Step Organizing Solution by Susan C. Pinsky

Thank you for participating in the first of many, 4 Week Organize A Room Challenge. I hope this has motivated you to keep moving to other areas in your home.

If at any time you need the help of a professional interior designer. Please reach out to us

Sincerely,

Veronica Solomon, ASID, IDS

Owner/Lead Designer

Casa Vilora Interiors

5602 Franz Rd

Katy TX 77493

www.CasaViloraInteriors.com

281-751-7552

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