



# IDEASheet Organization

I organized a kitchen “junk” drawer, but you can organize anything using the 5- S’s. This is a principle of simplicity in cleaning and organizing any storage area. We all want order in our lives and this gives us a structure for that order and organization.

## The 5 S’s are

- 1. SORT
- 2. SYSTEMIZE
- 3. SANITIZE
- 4. STANDARDIZE
- 5. SUSTAIN

A few notes on each and a place for you to organize your project, below.

### **1. SORT**

Here you take all contents out of your “junk” area and place them in 2 piles. Unnecessary are not to be in that area, but may be stored somewhere else. If items are not for either area, simply toss! Of course, you may want to giveaway or donate your items.

1. NECESSARY ITEMS \_\_\_\_\_

2. UN-NECESSARY ITEMS \_\_\_\_\_





3. TRASH- not needed at all\_\_\_\_\_

## **2. SYSTEMIZE**

This area Everything has a Place and A PLACE for Everything.

Drawing an outline of where certain items fit in your space helps keep items where they belong and allows one to know when something is missing. Make sure items are logically grouped.

1. EVERYTHING has a PLace

2. A PLACE for EVERYTHING

## **3. SANITIZE**

Clean your space, vacuum, sweep, brush and wipe. You may have to scrub, paint and whatever else it take to shine up the space. All clean ? You are ready for step 4.

## **4. STANDARDIZE**

In this step put items in a logical fashion back in your space. It is easier to maintain and area that is set up to fit the needs of the space. As an example, in the kitchen “junk” drawer, place items used frequently in the front and items used less often, near the back. This orderliness allows the use to follow function. You may also ensure areas are labeled and obvious to the users of the space where things go in and out of the space. See the video at [mymostlife.com](http://mymostlife.com) to see what I did in my kitchen drawer.

## **5. SUSTAIN**

If you follow each of the above steps, you will have an easier way to sustain what you organized. Instruct other members of your household why it is important to keep the area the organized way, less yelling? no more’ “honey you know where the scissors are?”



## **ACTION STEPS**

When we learn a new skill or are reminded of a task to do, taking action helps to reinforce the learning. It drives the lesson home. Use the steps below to set your action plan up. Share your stories with us at [mymostlife.com](http://mymostlife.com).

1. The areas that are really a mess are \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

2. The area that bothers me and my family the most is \_\_\_\_\_  
\_\_\_\_\_.

3. The supplies or items I might need to organize this space are  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

4. This job may require the help of \_\_\_\_\_  
\_\_\_\_\_.

5. I will do this project on \_\_\_\_\_ at \_\_\_\_\_.

I have put this in my calendar \_\_\_\_\_

It's that simple.

visit [mymostlife.com](http://mymostlife.com) for more tips and strategies. Living a MOST LIFE works well with organization.