

SPACE AND SYSTEM CHECKLIST

Get Organized Today!

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AREAS / ROOMS I WOULD LIKE HELP WITH

Entry

- Entry table
- Mudroom (coats/hats/boots/purses)
- Staircase

Kitchen

- Pantry
- Junk drawer
- General cupboards and drawers

Dining room/living room

- Dining room table
- Buffets, china cabinets, and other storage areas
- Items on the floor
- Horizontal surfaces (coffee table, shelves, speakers, entertainment center, fireplace mantel)
- Collections (CDs, videos, books, art objects)

Home office

- Files
- Desk top
- Storage closets
- "To do box" or "In box"
- Phone message center
- Online organization (computer files, bookkeeping systems)

Garage/outdoor spaces

- Gardening area
- Tools
- Seasonal items
- Long-term storage

Other rooms / Children's spaces

- Bedroom
- Closet

Master bedroom/bath

- Closets
- General upkeep
- Bath
- Underneath the bed

Storage spaces

- Other closets
- Basement / Attic

OTHER (please describe):

SYSTEMS I WOULD LIKE HELP WITH

Important paper systems

- I need a system for dealing with the daily mail.
- I need a system for storing tax record information.
- I need a system for family medical history.
- I need a system for family genealogy and record keeping.
- I need a current filing system.
- I need a system for children's papers.

Family calendar system

- I need a way to track my family's comings and goings.
- I need a way to mesh calendars with family members.
- My children need a way to organize their household chores.

Financial systems

- I need a system for paying my bills.
- I need a system for tracking my finances in general.
- I need a budget that works for me.

Clothing system

- I need a place to put my clothes when I take them off at the end of the day.
- I need a system for my children's dirty clothes.
- I need a system for getting laundry folded and put away after it's cleaned.
- I need a system for organizing what's in my clothes closet.

Pickup system

- Daily pick up system
- My children need a system for putting things away at the end of the day.
- My children need a system for organizing their backpacks and school work.
- I need and/or my husband/wife needs a system for putting daily use items away (shoes, toiletries, purses, bags, briefcases, gym bags, magazines, books, dishes)
- Weekly pick up system

General Systems

- Household cleaning system
- Yard care system
- Home projects system

OTHER (please describe):
