

## Spring Cleaning 🌻 Tips for Organizing



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Get organized using the A-B-C-D method!

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### Let's Get Organized

Spring is here! One of the reasons we love this season is because it's the time when most people will start to clean out their closets and think about donating items they no longer need. When spring cleaning, you can streamline your accumulation of clothing, shoes, housewares and books. But how do you decide what goes and what stays?

## It's as Easy as A-B-C... and D

Getting organized is all about decisions. Our favorite way to help you make these decisions is by using the A-B-C-D prioritization tool. Think of each item and any potential storage places as A, B, C or D, according to the definitions below:

### A. Used Most Frequently

**"A" things are used frequently, even daily or multiple times per day, like your toothbrush or your paper towels.** "A" spaces are your countertops and other flat surfaces; the most eye-level, easy-to-reach shelves; the handiest drawers; and the other most easily accessible spaces in your home.

### B. Used Often

**"B" things are used often but just not as frequently as the "A" things, like a blender or maybe a large salad bowl.** They need to be put in "B" spaces, meaning behind "A" things, above or below "A" things, inside a cabinet or in otherwise less accessible spots.

### C. Used Seasonally or Infrequently

**"C" things are used, but they are used infrequently or seasonally, such as holiday decorations.** They need to be in "C" places that are less accessible and completely out of the way of the daily flow of living in your home.

### D. Don't Use, Just Have

**"D" things are items you actually do not use, but you feel you have to keep them anyway, like old tax records or spare furniture.** Categorizing something as "D" does not automatically mean it's bad and should be discarded, but "D" things need to be in "D" places, as out of the way as possible. Of course, we encourage you to think carefully about donating "D" things, since by definition you are not using them and, well, **D is for Donate, right?**

## What's the Goal?

The goal is to get the "A" things in the "A" places, and the "D" things in the "D" places. We often see "C" things in "A" places, and so on, taking up valuable real estate in your space. Ideally, your home would have mostly "A" and "B" things you really use and love, and very few "C" and "D" items.

### Questions to Ask Yourself:

During this phase of reviewing and deciding, it's helpful to ask yourself some questions when you are unsure about an item. Here are some of our favorites:

- When was the last time you used this item?
- What does it cost (in both time and money) to replace this item? And how hard would it be to find and purchase this item again?
- What is the worst-case scenario if you did donate this item? The answer to this question might not be so bad, and just the act of considering it makes decision-making easier.
- What would your home feel like if you only had things that you intentionally wanted and needed—things that you use and love?

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