



## **Jump Start Your Organizing Project**

*Quick Tips to Help You Get Started!*

Organizing is a process... it's not a one-day project. These five steps are part of the process to become and stay organized. Start small, in one specific area - a corner, a space, a room, or a drawer.

1. **Separate** - divide items into categories - to keep, to toss, to donate
2. **Eliminate** - remove items that don't belong here
3. **Designate** - give things a "home" - a place to live
4. **Contain** - give possessions something to "live" in
5. **Maintain** - put things away or toss

**"Being organized means being able to quickly find whatever you need whenever you need it."**

***Help is just a phone call away!***

*Organizing & Productivity Solutions for Offices & Homes*

Located in Honolulu & Los Angeles

808.943.2053 or 310.391.7392

info@IslandOrganizers.com ■ www.IslandOrganizers.com