

# Operation Organization:

## SEIZE CONTROL OF YOUR HOUSE

Stuff. We all have it. It spreads, it spills, it piles, it grows. As homes get larger, they're being filled with more kitchen gizmos, high-tech must-haves and holiday trimmings. Over time, the buried stuff is forgotten until a moment of real need as well as a moment of real dread—where did I put that?

According to Newsweek, the average American burns through 55 minutes a day—roughly 12 weeks a year—looking for things they own but can't find. Even Los Angeles with its warm climate has its share of space bottlenecks: Our homes don't have mudrooms so coats and messenger bags get cast off by the front door. Kitchens get cluttered with barbeque and pool entertaining supplies and garages are usually so full of surfboards, art supplies and bicycles that their intended purpose is sadly forgotten.

If you've reached the point of "saturation clutter"—help is on the way. Use these key steps to eliminate clutter permanently. >

## 8 STEPS TO CLEARING CLUTTER

**Set up a time limit** for culling books, photos or other items that will send you tripping down memory lane or distract you from your primary purpose.

**Start small**, with a manageable project—a junk drawer, closet or shelf—that can be finished in a day.

**Commit to one** or two small projects a day until they're done.

**Work up to medium tasks** such as creating a filing system or dealing with piles or boxes of clutter.

**Repair or throw** out broken items or fixtures.

**Set out four boxes.** One for throwing, one for giveaways, one for storage, and one for display, if it's something you enjoy looking at or using.

**Repeat this song:** Does this item lift my energy? Can I not live without this? Is it genuinely useful?

**Keep items where they belong:** You sometimes fall short, or perhaps, a lot. So, set aside time each week on your calendar for maintenance.



John Trosko, Professional Organizer and owner of [www.OrganizingLA.com](http://www.OrganizingLA.com)  
Contact us at [310] 806.7638.

