



*The
Organised You*
TAKE BACK YOUR LIFE

MUST-HAVE ORGANISING TOOLS

11 ESSENTIAL TOOLS TO HAVE ON HAND
FOR ANY ORGANISING PROJECT



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Whatever size project you're tackling, you'll need the right tools to get through it as efficiently as possible. Tackling a project can be hard work, both physically and emotionally. A positive, can-do approach is essential! And remember to give yourself lots of little breaks so you feel motivated to keep going to completion.

1. **Notepad** - note down what is and isn't currently working in a space before you start decluttering. It's also handy to create a visual plan on your notepad to test ideas for how you'll reorganise the space.
2. **Cleaning supplies** - cloths for wiping and dusting, a scrubbing sponge for dirtier areas, a clean towel for drying surfaces before placing items back, different surface sprays (e.g. glass, general-purpose, wood polish), and your vacuum-cleaner.
3. **Hand-written or printed large signs** - *keep, donate, trash, recycle, sell, repair, archive*. As you're sorting a space, quickly place each item with the corresponding label. The signs will encourage you to make quick decisions!
4. **Garbage bags / bin liners** - these are made from sturdier plastic than normal plastic bags so they're unlikely to rip or fall apart. Plus putting items in black bags means you'll be less likely to want to 're-check' what you're getting rid of.
5. **Sticky-notes** - quickly label different categories as you're sorting out your 'keep' pile, taking note of which items would make sense to store together.
6. **Washi tape** - perfect for quick and easy labelling - this tape peels off without leaving a sticky residue, and can be used on most surfaces.
7. **Measuring tape** - if you need to buy any new storage products, always measure your space first to ensure the new piece will fit properly.
8. **Label machine and tape** - hand-held labelling machines are inexpensive and easy to use. With clear and white labelling tape, you'll be ready for a fun labelling session!

9. **Labels** - some surfaces are more difficult to attach sticky labels to, so you may need to make simple labels from card-stock or purchase ready-made ones from office supply stores.
10. **Storage boxes** - corral items together, and contain them inside a box to make everything look neat and organised.
11. **Music** - Motivational music is the best way to keep you pushing through a project. Choose an up-beat album to keep your energy levels and enthusiasm pumping!

Want to be more productive and efficient in your daily life?
Want to create more *calm and order* in your life?

Check out The Productivity Pack:
<https://courses.theorganisedyou.com/p/productivity-pack>

For only \$7, the Productivity Pack will help you to stay on top of your to-do's, set goals, plan your time and create routines, all in one place!