



# ORGANIZING Mind over Matter

with *Vicki Winterton*

1. ASSESS \* THINK
2. CREATE \* PLAN
3. TACKLE \* DO

## MY SPARK Formula

<u>S</u> ort	Categorize by putting likes with likes
<u>P</u> urge	*Get rid of the "Stuff " that is not important to you *20/80 *Give away, Put away, Throw away
<u>A</u> ssign a Home	Zone by Activities Make it 1) logical, 2) accessible and 3) safe.
<u>R</u> ound-up Containers	<ol style="list-style-type: none"> <li>1. Know what you have</li> <li>2. Know what you need</li> <li>3. Measure! BEFORE you purchase any product</li> <li>4. Make sure they're: a) sturdy, b) easy to handle, c) the right size, and that they have the look you like</li> <li>5. Label both front and back sides of the container</li> </ol>
<u>K</u> eep it up	* Daily (5 to 15 minutes per space) * Expect others to help maintain

© The ACT and SPARK formulas were created by Vicki Winterton of ORGANIZING Mind over Matter and her podcast partner Laura.