

Vicki's "Top 10" Tips for Organizing the Kitchen

Thanks for buying this mastery set. I am sure your success ratio just increased dramatically!

Many people encounter trouble on their path to an organized kitchen.

Listed here are the three (3) most common pitfalls I see over and over again:

- Having too many kitchen tools & small appliances that are rarely or never used.
- Storing things in the wrong places.
- Cluttered countertops.

Tip #1 Store Items where you use them: Put your plates near the table, pots and pans by the stove, etc.

(See Kitchen Activity Zones page)

Tip #2 Everything must have a logical home: This is especially important in a small kitchen where space is at a premium. (See [Kitchen Activity Zones](#) page)

Tip #3 Store like things together: Group like items: pots with pans, gadgets with gadgets, etc. Group foods into broad categories for easy access. ([See Pantry Categories AND Freezer & Fridge Categories lists](#))

Tip #4 Be realistic about what you need: Get rid of the items you don't use. Unless you're an avid pie maker you don't really need 10 pie tins. ([See Kitchen Purging Questions list](#))

Tip #5 Store creatively: Adding hanging shelf baskets, drawer sectionals, stepping shelves, and turntables will add storage space to your kitchen. Don't run out and buy a lot of products until you know what you will be keeping and where you will store them. ([See Kitchen Products page](#))

Tip #6 Use baskets to contain: Keep your categories contained in similar baskets. This puts limitations to the amount you will store. Keep small packets of gravy, Jell-O, sauces, etc. together in a basket. ([See Kitchen Products page](#))

Tip #7 Label cupboard and pantry containers: Labeling your containers will help keep established zones in place. You can use luggage tags, self-made laminated tags or scotch brand tape and a sharpie marker.

Tip #8 Save counter tops for most used items: Your counters are not storage areas. Keep these areas clear and accessible. Store here the items you use on a daily basis or a weekly basis if the item is heavy and hard to move.

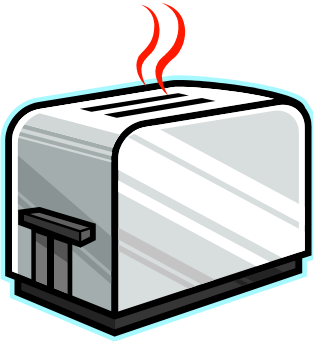
Tip #9 Once organized, maintain by investing 30 minutes a day in upkeep: Remember that living organized brings peace and calm into your heart and your home

Tip #10 Relax and enjoy your newly organized kitchen: You have earned it!

If you find this mastery set alone does not bring you success in organizing your kitchen, call or email me. I allow the full purchase price of this kit to be applied to the individualized hands-on sessions OR the phone organizing sessions I offer. This mastery set is only one of four methods I use to bring about organizing success. ***My goal for YOU is success!***

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Organizing Kitchen Activity Zones

Think of a kitchen “zone” as an area of major activity or functionality. What occurs in that area occurs over and over, not just occasionally. Although there is a certain amount of crossover between these key areas, each has its own particular requirements and appliances.

1. Food Storage Zone

The food storage area centers on the **fridge and pantry**. This area is primarily used for **storing food** items, and retrieving items from the pantry & fridge.

2. Food preparation Zone

This zone centers on the **range and oven** areas. This space is used mainly for food preparation. Included are pots & pans, measuring tools, cooking utensils, mixing bowls, cutting boards, cookie sheets, cake pans, etc. Activities done in this zone include primarily **mixing, cooking & baking**.

3. Food Presentation Zone

This zone focuses on the **table and snack-bar** island. It should be stocked with items used in the **presentation** of your food dishes. Items might include dishes, glasses, flatware, table linens, serving bowls, platters, etc.

4. Cleaning Zone

This zone covers the **clean-up** that comes after preparing food. This area centers on the **sink and dishwasher**. Typical activities include cleaning dishes and cookware; packing and unpacking the dishwasher; disposing of waste and recyclables, etc.

5. Household Management Center (To learn more about my amazing Household / Family Management Binder Kit, visit www.organize-utah.com/the-organizing-store/)

This zone is a little different than the other kitchen zones. It is the place where you manage your family's schedules and needs. It is also the place where your family members drop papers and items they bring into the home. Things this center might be stocked with include: a laptop computer, pens, pencils, calculator, a desktop file box or file drawer to contain your action file, inboxes for each family member, etc.

When ORGANIZING YOUR Kitchen Cabinets:

- Limit yourself to one category per cupboard wherever possible
- Try to store items in the activity zone that is at the point of first use OR the point of last use
- Items used daily should be easiest to reach and at the front. The prime space is between hip height & eye level with heavier items stored lower & lighter items higher.

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The purchase of this Organizing the Kitchen Mastery Set is for 1 (only one) household's usage. To purchase more kits

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ACT Now to add some SPARK to your Kitchen

1. **ASSESS = THINK:** What IS working in this particular cupboard, drawer, pantry, etc. and what IS NOT working?
Only correct those areas that are NOT working.
2. **CREATE = PLAN:** Develop a logical master plan for your ideally organized kitchen. Consider your habits as you create this plan. Are you a major cook or a fridge & pantry snacker?
3. **TACKLE = DO:** Begin organizing your kitchen with my SPARK formula below.

Vicki's SPARK Formula

<u>S</u>ort	Pull everything out and set on flat kitchen surfaces like counter tops and your kitchen table. Be sure to label your temporary locations so you know where each temporary category is located. Categorize by putting like things together.
<u>P</u>urge	Get rid of the "Stuff " that is not important to you like: expired food, duplicate items, broken items, etc. (* See Kitchen Purging Questions list) With these items either: Give away, Put away, OR Throw away
<u>A</u>ssign a Home	Zone by Activities (* See Kitchen Activity Zones Sheet) Make it 1) logical 2) accessible and 3) safe
<u>R</u>ound-Up Containers	Before you buy any containers, consider the following: 1. Know what you already own that you could use 2. Know what you still need to buy to make the spaces work 3. Measure BEFORE you purchase any products 4. Make sure the containers you use are: a) sturdy, b) easy to handle, c) the right size, and d) have the look you like 5. Label both front and back sides of the container
<u>K</u>eep it Up	* Daily Maintenance for 15 to 30 minutes a day * Expect others to help maintain, "If you live here, you work here!"

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Kitchen Purging Questions



How do I know what I want to keep?

These questions will help you know if each item is part of your **necessary** kitchen tools.

Ask the questions below in the order listed.

If your answer is yes, you need go no further, keep the item. IF your answer is no, move on to the next question. Be very realistic about what you truly need!

1. Have I used this in the past year? ⚡
2. If I was moving, would I pay to have this packed and moved? ⚡
3. Do I really need more than (insert a number here) of this type of item? ⚡
4. Where exactly is this going to go? * If you don't have a designated spot for it...it can't stay!

PANTRY CATEGORIES

Store your pantry items in broad general categories.
When you can, keep these categories contained within a labeled box.
Listed here are the most common categories. Take a highlighter and
decide which you want to include in YOUR pantry:

✓ Veggies	✓ Tomato Products	✓ Beans / Legumes
✓ Fruits	✓ Sweeteners	✓ Rice / Pasta
✓ Cereals	✓ Paper Products	✓ Sauces / Condiments
✓ Baking	✓ Small Appliances	✓ Spices / Seasonings
✓ Meats	✓ Misc. *Use this category only if absolutely necessary AND keep the items stored in this category to a minimum.	✓ Snacks / Treats
✓ Dairy		✓ Soups / Broths
✓ Drinks		✓ Breads / Grains
		✓ Oils / Vinegars

Tips:

1. Keep the most used items at eye level
2. Store similar items together
3. Label the category container both front and back so that when it is removed no matter which way it is returned the label shows.

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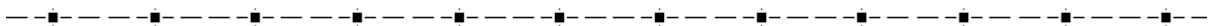
FREEZER CATEGORIES

Store the freezer and refrigerator items in broad general categories. Contain categories in labeled clear plastic boxes (15 quart or 6 quart sizes) when you can. Listed here are the most common categories:

✓ Ready-Made Meals	✓ Breakfast	✓ Meats
✓ Veggies	✓ Desserts	✓ Breads
✓ Juices		

FRIDGE CATEGORIES

▪ Snacks	▪ Leftovers	▪ Drinks/Juices
▪ Sauces	▪ Condiments	▪ Meat/Cheese
▪ Fruit	▪ Veggies	▪ Dressings









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Kitchen Organizing Products

These are the products I use most often when organizing my clients kitchen spaces. The store listed is not the only place to purchase them. It is simply the most reasonably priced or easiest to locate. If you find the item is unavailable at the store listed try another of the stores listed here. They too might carry a variation of the item. * Understand that I assume no liability due to the quality of the products listed here.

Product Photos	Where to Buy
	Expandable Step Shelf Allows viewing of all items. Place the tallest on the back shelf. <i>Store Name:</i> Bed Bath & Beyond http://www.bedbathandbeyond.com/product.asp?SKU=13983119
	Clear Plastic Box Wonderful for categorizing shelf areas. Be sure you label! <i>Store Name:</i> Target http://www.target.com/s?searchTerm=sterlite+plastic+box&category=0%7CAII%7Cmatchallany%7Call+categories
	Under Sink Storage Shelf This unit organizes around your sink pipes. <i>Store Name:</i> Wal-Mart http://www.walmart.com/ip/Made-Smart-Housewares-Under-Sink-Shelf-Organizer/17202442
	Under Shelf Basket Great for containing: fresh fruits, veggies, food wraps, paper plates, napkins, & so much more. <i>Store Name:</i> Organize It (online store) http://www.organizeit.com/20-inch-under-shelf-storage-basket-white.asp?cmpid=gbase
	Drawer Dividers These are packaged 2 to a package and come in plastic and wood varieties. Great for subdividing similar items. <i>Store Name:</i> Bed, Bath and Beyond http://www.bedbathandbeyond.com/product.asp?SKU=17070860
	Large 21" Lazy-Susan For those hard to reach corners in your pantry. <i>Store Name:</i> Organize It (online store) http://www.organizeit-online.com/p/1297/round-lazy-susan

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