

ANYTIME YOU BEGIN A NEW ORGANIZING PROJECT

1. **ASSESS** what IS working and what IS NOT working
2. **CREATE** a plan (see the other downloads on this page)
3. **TACKLE THE PROJECT** with the SPARK formula below



MY SPARK Formula

<u>S</u>ort	Categorize by grouping like things together.
<u>P</u>urge	Get rid of the “stuff” that is no longer important to you. Use 4 containers: Keep, Give away, Put away, Throw away
<u>A</u>ssign a Home	Zone by Activities (*very important for those with creative minds) 4 per room. Make it: logical, accessible, & safe.
<u>R</u>ound- up Containers	Before you shop: <ol style="list-style-type: none"> 1. Know what you have. 2. Know what you need. 3. Measure EVERYTHING. 4. Make sure products are: a) sturdy b) easy to handle c) the right size AND d) uniform in look.
<u>K</u>eep it up	<ul style="list-style-type: none"> * Label both front & back sides of the container. * Always clean up after yourself. * Clear daily (5 to 15 minutes per space). * Expect & require others to help maintain.

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