

A pact, according to Dictionary.com is "a formal agreement...such as one between nations."

Well, I want you to have A-Pact with your clutter. Although this turns into more of a battle (that you can win) it's a great way to remember the steps to organization.

Here's what it means and how it works ...

A-->ASK



Ask yourself what you want out of the room or area you're going to organize. What are the goals of the room? What are you shooting for by getting organized?

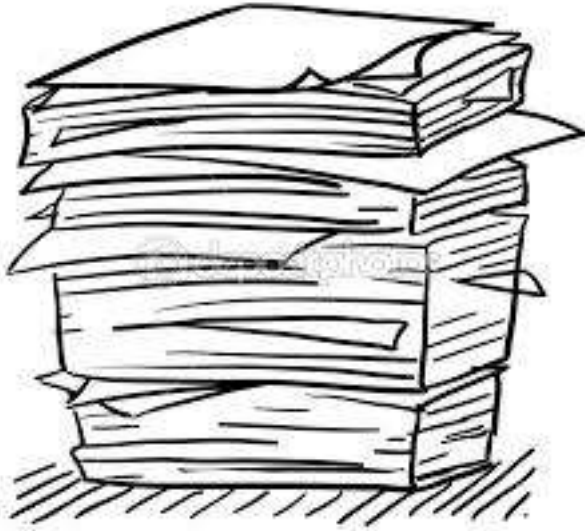
And the thing is, you want to dig a little deep into how you want to benefit. This will help you get motivated and work towards the final goal.

For instance, if you're going to start the process of organizing paperwork in your home office, the question is "why do I want to organize this space?"

The answer could be "I don't ever want to have a late bill again" or "I want to find any document in less than two minutes."

Once you've answered the question, then move onto step 2...

P--->PILE



What you do in this step is pile "like" items together.

In your closet, you make a pile of all your shirts.

Another pile of all your pants...

Or let's say we're in your home office (or wherever you do

keep paperwork.)

Start with your file drawer, or grab a pile if that's what you've got for a "filing system."

Put each piece of paper in "like" files. For example, all the insurance paperwork will go together. All your 401K paperwork goes in another. All medical expenses from the present year in another. You get the idea.

A--->ANALYZE



Next you go through the piles and break them down even more, this time into two piles of "treasure" or "trash."

I like to assign each category with treasure or trash so there's no in between. No room for "I'm going to decide on this later."

No, decide right there and then if it's either staying or going.

No in between.

Now the thing is, the trash doesn't necessarily mean it's going to the garbage.

That step comes next... and remember the saying, one man's trash (or junk) is another man's treasure.

next...

C--->CASH-IN



This is where you go through the "trash" and break it down once more, deciding what can be donated, what can be sold, and what's going to the dumpster.

Next step is where you get organized...

T--->TIDY UP!



This is where, once you've gotten all the "trash" out of the area, you organize the items you've decided to keep.

Tidy up, put it back in an ordered, organized fashion.

When you're organizing, always keep like items together whether on a shelf, in drawers or in any other type of storage you're using.

Use this method to get started with organizing today. Find out more much with [Organizing 101](#) – An Exclusive Book for ShedsForHome.com

Hope This Helps,
JB