


CHAPTER 7 WORKSHEET: STORAGE AND UTILTY SPACES

STEP 1 - SIMPLIFY: DECLUTTER YOUR UNSIGHTLY STORAGE SPACE

| Worksheet 1 | Checklist |
|---|---|
| How do you feel about the current state of your storage area? | <input type="checkbox"/> Complete Worksheet 1 |
| What do you want your storage area to look, feel, and smell like? | <input type="checkbox"/> Set up your workspace <input type="checkbox"/> Gather supplies: <input type="checkbox"/> Notebook <input type="checkbox"/> Pen <input type="checkbox"/> Sharpie <input type="checkbox"/> Post-its <input type="checkbox"/> Trash bags <input type="checkbox"/> Four bins or paper bags <input type="checkbox"/> Label your bins: <input type="checkbox"/> Donate <input type="checkbox"/> Trash <input type="checkbox"/> Recycle <input type="checkbox"/> Other room <input type="checkbox"/> Other _____ |
| What activities do you want to take place in your storage area? | <input type="checkbox"/> Pull everything out and group like-with-like <input type="checkbox"/> Process your items <input type="checkbox"/> Wrap up <input type="checkbox"/> Remove trash and recycle <input type="checkbox"/> Put away "Other Room" items <input type="checkbox"/> Deep clean/wipe down surfaces <input type="checkbox"/> Find temporary homes for the items staying in this space <input type="checkbox"/> Drop off donations |
| What is the function of this storage area? | Note: Use your notebook to track anything you need to do, replace, repair, or buy. |
| What are you willing to let go of in your storage area? |  |

STORAGE AND UTILILTY SPACES

STEP 2 - STREAMLINE: OPTIMIZE SPACE IN YOUR STORAGE AREAS

| Worksheet 2 | Checklist |
|---|---|
| What organizational systems are working in your storage area? | <ul style="list-style-type: none"><input type="checkbox"/> Complete Worksheet 2 <input type="checkbox"/> Create zones<ul style="list-style-type: none"><input type="checkbox"/> Duplicate your Post-it notes (for each category you've identified)<input type="checkbox"/> Assign each category a zone by placing the Post-it note in its new home <input type="checkbox"/> Maximize space<ul style="list-style-type: none"><input type="checkbox"/> Adjust shelving as needed<input type="checkbox"/> Inventory categories where product is needed<input type="checkbox"/> Take measurements as needed<input type="checkbox"/> Create a product list<input type="checkbox"/> Purchase new products for optimizing space |
| What's not working? | <ul style="list-style-type: none"><input type="checkbox"/> Implement storage solutions<ul style="list-style-type: none"><input type="checkbox"/> Install new product and put everything away in the new homes<input type="checkbox"/> Call a handyperson (if needed) |
| What zones would be helpful in this space? | <ul style="list-style-type: none"><input type="checkbox"/> Label <p>Note: Use your notebook to list your zones, inventory categories, take measurements, and to create your product list.</p> |
| What areas could you rethink to optimize space (i.e. an empty vertical wall, unused deep storage, behind the door)? | |



STORAGE AND UTILITY SPACES

STEP 3 - STYLE: CURATE YOUR SUSTAINABLE STORAGE SPACE

| Worksheet 3 | Checklist |
|--|--|
| What are three special items you can add or feature in your storage areas that will that will inspire you? | <ul style="list-style-type: none"><input type="checkbox"/> Complete Worksheet 3<input type="checkbox"/> Feature beautiful pieces or heirlooms that can double as a utilitarian home<input type="checkbox"/> Identify three favorite items to display<input type="checkbox"/> Cull your everyday items and consider replacing them with more beautiful versions |
| What goals do you have for this space (i.e. painting, tiling, touch-ups, new curtains, pretty jars)? | <ul style="list-style-type: none"><input type="checkbox"/> Add hooks and hanging shelves <p>Additional style tips to consider:</p> <ul style="list-style-type: none"><input type="checkbox"/> Upgrade your whole system<input type="checkbox"/> Add a pegboard wall<input type="checkbox"/> Add wallpaper<input type="checkbox"/> Tidy your tools<input type="checkbox"/> Go big on your walls |
| What new habits are you willing to implement? | |
| How can you involve your family or roommates in the maintenance and upkeep of the systems you've created? | |

