

# CHAPTER 5 WORKSHEET: LIVING SPACES

## STEP 1 - SIMPLIFY: DECLUTTER YOUR UNLIVABLE LIVING SPACES

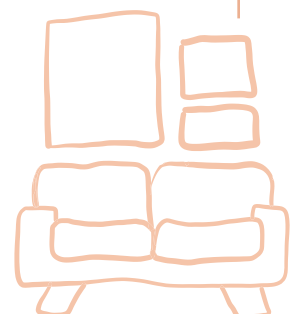
Worksheet 1	Checklist
How do you feel about the current state of your living areas?	<input type="checkbox"/> Complete Worksheet 1
What do you want your living areas to look, feel, and smell like?	<input type="checkbox"/> Set up your workspace <ul style="list-style-type: none"><li><input type="checkbox"/> Gather supplies:<ul style="list-style-type: none"><li><input type="checkbox"/> Notebook</li><li><input type="checkbox"/> Pen</li><li><input type="checkbox"/> Sharpie</li><li><input type="checkbox"/> Post-its</li></ul></li><li><input type="checkbox"/> Trash bags</li><li><input type="checkbox"/> Four bins or paper bags</li></ul> <input type="checkbox"/> Label your bins: <ul style="list-style-type: none"><li><input type="checkbox"/> Donate</li><li><input type="checkbox"/> Trash</li><li><input type="checkbox"/> Recycle</li><li><input type="checkbox"/> Other room</li><li><input type="checkbox"/> Other _____</li></ul>
What activities do you want to take place in your living areas?	<input type="checkbox"/> Pull everything out and group like-with-like
What are your social or entertaining goals at home for this stage in your life?	<input type="checkbox"/> Process your items
What are you willing to let go of in your living space?	<input type="checkbox"/> Wrap up <ul style="list-style-type: none"><li><input type="checkbox"/> Remove trash and recycle</li><li><input type="checkbox"/> Put away "Other Room" items</li><li><input type="checkbox"/> Deep clean/wipe down surfaces</li><li><input type="checkbox"/> Find temporary homes for the items staying in this space</li><li><input type="checkbox"/> Drop off donations</li></ul> <b>Note:</b> Use your notebook to track anything you need to do, replace, repair, or buy.



# LIVING SPACES

## STEP 2 - STREAMLINE: OPTIMIZE SPACE IN YOUR LIVING AREAS

Worksheet 2	Checklist
What organizational systems are working in your living space?	<ul style="list-style-type: none"><li><input type="checkbox"/> Complete Worksheet 2</li> <li><input type="checkbox"/> Create zones<ul style="list-style-type: none"><li><input type="checkbox"/> Duplicate your Post-it notes (for each category you've identified)</li><li><input type="checkbox"/> Assign each category a zone by placing the Post-it note in its new home</li></ul></li> <li><input type="checkbox"/> Maximize space<ul style="list-style-type: none"><li><input type="checkbox"/> Adjust shelving as needed</li><li><input type="checkbox"/> Inventory categories where product is needed</li><li><input type="checkbox"/> Take measurements as needed</li><li><input type="checkbox"/> Create a product list</li><li><input type="checkbox"/> Purchase new products for optimizing space</li></ul></li></ul>
What's not working?	<ul style="list-style-type: none"><li><input type="checkbox"/> Implement storage solutions<ul style="list-style-type: none"><li><input type="checkbox"/> Install new product and put everything away in the new homes</li><li><input type="checkbox"/> Call a handyman (if needed)</li></ul></li></ul>
What zones would be helpful in this space?	<ul style="list-style-type: none"><li><input type="checkbox"/> Label</li></ul> <p><b>Note:</b> 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)?	



# LIVING SPACES

## STEP 3 - STYLE: CURATE YOUR LIVING SPACES

Worksheet 3	Checklist
What are three special items you can add or feature that will inspire your living space?	<ul style="list-style-type: none"><li><input type="checkbox"/> Complete Worksheet 3</li><li><input type="checkbox"/> Feature beautiful pieces or heirlooms that can double as a utilitarian home</li><li><input type="checkbox"/> Identify three favorite items to display</li><li><input type="checkbox"/> Cull your everyday items and consider replacing them with more beautiful versions</li></ul>
What new goals do you have for your living space?	<ul style="list-style-type: none"><li><input type="checkbox"/> Add hooks and hanging shelves</li></ul> <p>Additional style tips to consider:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Frame a favorite photo</li><li><input type="checkbox"/> Make your pillows talk</li><li><input type="checkbox"/> Add plants</li><li><input type="checkbox"/> Update lighting</li><li><input type="checkbox"/> Choose your color palette</li></ul>
How can you involve your family/roommate in communal space maintenance?	
What colors inspire you and feel warm in this space?	

