



organize my
chaos[®]



FOUR
SATURDAYS
TO FREEDOM

welcome!

Welcome to the Four Saturday to Freedom challenge! Over the next four Saturdays you will be given a high clutter area in your home to declutter & organize. Organizing a cluttered space can be a daunting task and as a result starting can be the hardest part. The goal of this challenge is to provide a methodological approach to decluttering and organizing your space so that you can get the job done.

We have carefully selected four major areas that tend to become quite cluttered over time. Rather than blindly trying to organize your entire space at once, you can give all of your focus to one space at a time to ensure the job doesn't seem overly intimidating.

#4Saturdaystofreedom

Be sure to take a photo after completing each challenge and then post it to social media using the hashtag #4Saturdaystofreedom so we can check out your work!

The Four Areas You Will Be Organizing

1. The pantry/kitchen food cabinets
2. The bathroom
3. The closet/dresser
4. The junk drawer

Tips For *Success*

TIME BLOCK

The best way to get things done is to block off the time as you would any other commitment. Head to your calendar right now and block off the time for the next 4 Saturday's to complete this challenge. With that said, if you have plans on a Saturday or two don't be afraid to push back to the next week or simply choose another day that fits your schedule. The purpose of this challenge is to take stress off of your plate— not add to it so do not feel the pressure of needing to find four Saturdays in a row as it is not an exact science.

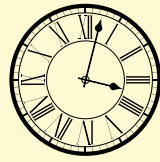
ASSESS THE SPACE BEFORE YOU START

Before beginning each task, review the instructions for that day then assess the space and decide if you will need to purchase some storage solutions. Each task has recommendations of solutions for the specific space. By figuring this out before beginning, you will be able to have all of your tools handy at the start of the task and be less likely to get distracted.

THE TIMER METHOD

Follow the timer method! At the beginning of the instructions for each task, you will see a suggested time to set on your timer. This is a proven method to keep you on track and make you less likely to become distracted. Set your timer, put your phone somewhere out of sight and begin.

Saturday #1



If you have a large cabinet space or pantry, set your timer for **2 hours**. If you have a modest sized cabinet, set your timer for **1 hour**.

FOOD CUPBOARDS/PANTRY

1. Clear everything from the cupboard.
2. Give the cupboard a good wipe down.
3. For each food item- complete the following audit by asking these questions:

1. Is this item expired? If so, toss it!
2. Even though the label is not expired- has the item gone bad from being open? If so, toss it!
3. Does anyone in this household eat this? If the answer is no.. you guessed it, toss it! If you feel guilty tossing perfectly good food, set aside and donate to your local food bank.

4. If you're struggling with certain items because you do use them occasionally but it is rare, utilize a shoe box or bin to create a place for these items that you can store elsewhere to make up more room in the cupboard (This works with rare baking ingredients. spices, etc.)
5. Now that you have weeded out all of the stuff you can toss, it is time to categorize your items
6. If you have a large pantry, you can utilize more categories, if you have less space to work with, come up with just a couple categories of dividing your items- you may require some organization solutions to maximize your space.

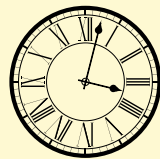
GREAT ITEMS FOR MAXIMIZING STORAGE SPACE:

1. Drawer organizers from The Dollar Store
2. Plastic bins from The Dollar Store
3. Tiered shelf solutions from Kitchen Stuff Plus, Solutions or Amazon

COMMON CATEGORIES TO ORGANIZE INTO:

- | | |
|--------------------|------------------------------------|
| 1. Baking supplies | 6. Breakfast |
| 2. Snacks | 7. Dry foods |
| 3. Cans | 8. Rice and Pasta |
| 4. Easy Meals | 9. Packets (gravy, soup mix, etc.) |
| 5. Spices | |

Saturday #2



For a larger bathroom set your timer for **2 hours**, for a smaller one set it to **1 hour + 15 minutes**.

BATHROOM

(IF YOU LIVE IN A HOME WITH MULTIPLE BATHROOMS- PICK ONE)

1. Start by decluttering. Go through all of your items and ask yourself the following questions:

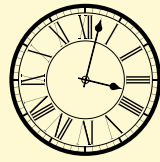
1. Do I use this?
2. Is the product still good?
3. Do I have multiples of this item?
4. Would I buy this today?
5. Can the space that this item takes up be reduced

Towels	If they are getting old and raggy or bleached and you have enough nice ones, consider tossing them	Hair products	Don't use it? Throw it out! Has a drop left? Toss it! You know the drill.
Cosmetics	Go through all makeup and audit what you actually use anything you don't use or is expired should be thrown out and then rest can be categorized and sorted	Medications	Check expiry dates, throw out old prescriptions and if you have multiple of the same medication- try to combine into one bottle.
Hair accessories	Go through hair ties, elastics, headbands, bobby pins, etc- toss anything that is useless or broken.	Trial size bottles	Go through these and decide if you use them regularly, not at all or if they'd be nice to keep for traveling. Put aside the ones you will use for traveling and store them in a designated area.
Skin care products	If it doesn't work for you or you simply do not use it, it has to go! These products can also go bad so be sure to check if it's time is up!	Shower stuff	Pull all of the bottles, loofahs, soaps, razors, etc. out of the shower and follow the regular audit you have for all of the other items and discard what you do not need.

2. Now it's time to organize your stuff. Categorize all under the counter items and keep the amount you place on your counter top limited. To maximize space, under the counter storage solutions like drawers, caddies, etc can be super effective. Some of my favourite storage solution ideas include:

- Stackable drawers and bins for under the sink - you can find these at Kitchen Stuff Plus, Amazon and Solutions.
- Behind the door towel rack
- Behind the door storage for under the sink
- Tiered floor organizer (If you have the space)
- Decorative baskets for extra space on shelves or below your cabinet (great for adding extra room to small spaces)
- Floating wall shelves
- Caddies for under the sink from the dollar store

Saturday #3



This will vary from closet to closet, you can be the judge on this one and decide what you think is a realistic time. I would aim for anywhere between **1-3 hours** based on the size of your dresser and closet.

DRESSER/CLOSET

PART 1: DRESSER

1. Start by taking all of your clothes out of your dresser.
2. Categorize all of the pieces- audit the piece of clothing by asking yourself the following questions

1. Have I worn this in the last 6 months? If not I urge you to set it aside in a "donation pile"
2. Are there noticeable stains or holes? If there are, set aside in a "toss out" pile
3. Is this taking up too much space in my dresser? If it is set aside in a "hang up" pile
4. Pair all of your socks- any socks that- A. do not have a mate or B. have holes can be tossed out

3. Now that your dresser has been sorted, put all of the clothes back in their respective drawers by category. If you have too many categories for the amount of drawers, consider combining and purchasing drawer dividers. Another way to maximize space is to explore different folding methods. One great way can be found here:

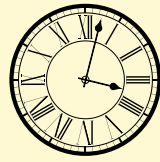
<https://www.youtube.com/watch?v=ljkmqbjTLBM&t=87s>

PART 2: CLOSET

1. Go through each piece of clothing and ask yourself the following questions.

1. Have I worn this in the last 6 months? If not I urge you to set it aside in a donation pile
2. Are there noticeable stains or holes? If there are, set aside in a toss out pile

Saturday #3



This will vary from closet to closet, you can be the judge on this one and decide what you think is a realistic time. I would aim for anywhere between **1-3 hours** based on the size of your dresser and closet.

DRESSER/CLOSET

2. Once this audit has been completed, you can categorize your hanging clothes. This step will look very different from person to person based on the size of their closet and the amount of opportunity for categorization. Some suggestions based on sizes include:

1. If you have an extremely small closet: Simply colour coordinate, this will make the space look and feel much more organized as a small closet can appear cluttered very easily
2. If you have a medium- large sized walk in closet: Divide the closet into sections based on type of apparel and color coordinate within those sections.

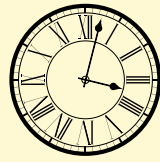
3. Now that your closet has been organized, you can add the clothes from your “hang up” pile into their respective sections.

4. Finally, if you have other stuff being stored in your closet, do an audit of these items by asking yourself:

1. When is the last time I have worn or used this? If it has been over 6 months (with some exceptions) you can probably toss or donate it.
2. Is my closet the best space in my home for this item? If the answer is no, brainstorm a better place for it to reduce clutter.

5. After completing this audit make sure all items are categorized and put into their respective sections.

Saturday #4



This task will not take nearly as long as the last 3 Saturday's so you will only need to set your time for **45 minutes.**

BEDSIDE TABLE/ JUNK DRAWER

After focusing on three large areas, your final Saturday consists of a smaller space that can get pretty chaotic but will take a lot less time and energy to organize. The junk drawer. Whether this is in your kitchen or your bedside table, this drawer can be everyone's worst nightmare.

This Saturday is all about focusing on decluttering that space so it serves its function as a place to hold your miscellaneous items.

1. Just like with the last three Saturday's you must begin by emptying the drawer entirely.
2. The next step is to audit each item. If the item is deemed useless, throw it out. To do this, go through each item and ask yourself:

1. Does this have any use at this point in time? (Example: expired coupons, empty gift cards, etc.)
2. Does this still work/ is it broken? (Example: old phone chargers)

3. After the purge is complete, it is time to categorize. Sort your items into piles and then find a way to keep them organized in the drawer. A great way to do this is with drawer organizers. The Dollar Store has drawer organizers in a variety of shapes and sizes to create multiple solutions.

Congratulations! You're Done.

About Organize My Chaos®

Organize My Chaos® was opened in 2008 with a vision to organize the Greater Toronto Area with kindness, compassion and non-judgmental organizing services. Since then Organize My Chaos® has been organizing homes and commercial spaces for individuals who want to buy back their time and live or work in a stress free environment.

Should you find your organization needs reach a point where professional assistance is necessary, just know we will always be there to help.

Signed,



Founder of Organize My Chaos



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