

*Taking you from Chaos to Calm . . . one space at a time.*

## **Book BONUS PACK**

From *The Clutter-Health Connection*

By Julie E. Barton

This is a helpful list to review *before* you begin organizing and to use *while* organizing.

### ORGANIZING BASICS SHEET

1. **REMOVE** – Take items to be organized out of their existing container or area. Lay them all out together so you can clearly see everything you have.
2. **SORT** – Put “like” items together in groups. Group any items that don’t belong in that area, to be returned to their proper places elsewhere, at the *end* of your sorting time.
3. **PURGE** – Decision time! Remove old, broken, unused, irrelevant, and/or disliked items from the sorted groupings. Put the unwanted items in a box for removal. The labeled boxes: sell, give away, recycle or trash.
4. **ORGANIZE** – Put together remaining “keep” items in a workable layout / arrangement, in the appropriate room/location (e.g., put similar items together in appropriate size containers.)
5. **RETURN** – Put newly organized items, in their containers, back in designated areas of use. These are now your “finite” spaces for the given area. (If the container begins to overflow, remove old, used, excess items.) Now that you know how much you have of everything in your organized area, you won’t need to buy anything new until those areas run out!

**REPEAT these steps with any area, closet, desk, etc. in your home!**

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This list is for use *after* purging, when sorting and placing the remaining useful items in a newly cleared area. It can also help with on-going organized maintenance of an area:

## ORGANIZING “QUICK LIST”

1. **GATHER**- Group “like” items together. (e.g., all pens together, all post-it pads together).
2. **CIRCLES OF USE** – Inner: place frequently used items closest to you, easily at hand.  
Middle: less used items, a bit farther from you, in nearby drawers.  
Outer: items for reference or storage farthest from you in a given area, but still available to access when needed. (e.g., a nearby storage closet.)
3. **FINITE SPACE** – When an area becomes “full,” must remove something from it before adding something new.
4. **JOY OF USEFULNESS** – In a given area (e.g., your desk) surround yourself with only useful, appropriate-to-the task, items that bring you joy!

## READING RESOURCES

The following list includes the books I read and / or referenced for *The Clutter - Health Connection*.

**1000 Best Quick and Easy Organizing Secrets** by Jamie Novak (2006)

**Blue Zones Project** by Dan Buettner (2008)

**Clearing Emotional Clutter** by Donald Altman (2016)

**Joyful** by Ingrid Fetell Lee (2018)

**LESS, a visual guide to minimalism** by Rachel Aust (2018)

**Live, Save, Spend, Repeat** by Kim Anderson (2017)

**Living Simple, Free & Happy** by Cristin Frank (2013)

**Master Your Time Master Your Life** by Brian Tracy (2016)

**Organizing From the Right Side Of The Brain** by Lee Sibler (2004)

**Outer Order, Inner Calm** by Gretchen Rubin. (2018)

**Right Size... Right Now!** By Regina Leeds (2015)

**Seven, An Experimental Mutiny Against Excess** by Jen Hatmaker (2012)

**Small Space Organizing** by Kathryn Bechen (2012)

**Soulful Simplicity** by Courtney Carver (2017)

**Stuffocation** by James Wallman (2013)

**The 100 Thing Challenge** by Dave Bruno (2010)

**The Life-changing Magic of Tidying Up** by Marie Kondo (2014)

**The More of Less** by Joshua Becker (2016)

**The Organized Mind** by Daniel J. Levitin, PhD (2014)

**The Power of Less** by Leo Babauta ( )

**The Year of Less** by Cait Flanders (2018)

**Throw Out Fifty Things** by Gail Blanke (2009)

**Unstuff Your Life!** by Andrew Mellen (2010)



## Organizing Reference Book List

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Great books, by **organizing styles**, to jump start, assist, or refresh your personal organizing. (*NOTE: This is not a comprehensive list, just a really good start!*)

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### If your style is more natural and/or minimalist try:

- Clear Your Clutter With Feng Shui** by Karen Kingston
  - The Joy of Less: A Minimalist Living Guide** by Francine Jay
  - Stuffocation** by James Wallman
  - It's All Too Much** – Peter Walsh
  - Organizing For The Creative Person** – Dorothy Lehmkuhl & Dolores Cotter Lamping
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### If your style is get it ALL done try

- Organizing From The Inside Out** by Julie Morgenstern
  - Organizing Plain & Simple** by Donna Smallin
  - The Simple Life** by Emily Ley
  - SHED Your Stuff Change Your Life** by Julie Morgenstern (good for those in a life transition)
  - How To Organize Everything** by Peter Walsh
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### If your style is “what is the latest” try:

- The Life-changing Magic of Tidying Up** by Marie Kondo
  - Spark Joy** by Marie Kondo (companion to the above title.)
  - Outer Order, Inner Calm** by Gretchen Rubin\*
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### If your style is a week-by-week plan try:

- Organize Now! Think and Live Clutter-Free** by Jennifer Ford Berry (any in this series are great!)
  - One Year to An Organized Life** by Regina Leeds
  - Real Life Organizing Clean & Clutter-free In 15 Minutes A Day** by Cassandra Aarssen
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### If your style is to have a reference type book to target certain areas one at a time try:

- The Easy Organizer** by Marilyn Bohn
- 869 New Uses For Old Things** by Real Simple

## Online Resources to explore

*(As with any online resource, they can change quickly. These were active at the time of this publishing. Also, there are MANY other great resources out there that aren't on this list, I encourage you to explore as well.)*

### Websites

**Ashlynneaton.com** (many great minimalism tips and videos)

**Clutterhealing.com** (holistic whole home organizing philosophy, breathwork, mindfulness, intentional living, master organizer with 15+ years' experience.)

**Iowaprofessionalorganizers.com** (see blog posts by resident organizers, productivity specialists. Also, can search for Professional Organizers and Productivity Specialists in the Iowa area.)

**Jenniferfordberry.com** (professional organizer tips)

**Lauravanderkam.com** [<https://lauravanderkam.com/start-here/#time-tracking-challenge>]

**Miadanielle.com** (health and clutter-free home information)

**Zenhabits.com** (see blog post "Create A Place for Everything That Matters," 10/22/21, by Leo Babauta)

### Podcasts

**The29minutemom**, Episode #82- "Clutter: Define It and Eliminate It; Episode #86 – "Possessions" (Jennifer Ford Berry) – organizing with a spiritual/Christian sense

**Bestofbothworlds** (Laura Vanderkam & Sarah Hart-Unger)- time management, mom's home/work scheduling

**Mind Your Home** (Mia Danielle) – health and clutter free home

### Apps

**MyLife** Meditation: Mindfulness (free and paid versions)

### Videos

**Organize Now! Think and Live Clutter Free**, Jennifer Ford Berry (Found on YouTube)

**"21 Things to Declutter in 2021"**, Ashlynne Eaton (Found on YouTube  
<https://www.youtube.com/watch?v=BfqM0c2pp3w>)

Please enjoy these complementary reference materials for your personal use only on future organizing projects.

*If you have questions regarding the use of these documents and/or questions about organizing projects you are working on, you may reach me at:*  
[info@hawkhousepress.org](mailto:info@hawkhousepress.org)

*For information on upcoming writing projects please check my website: [hawkhousepress.org](http://hawkhousepress.org)*

***Best wishes, Julie E. Barton***