

Speed Organize System (SOS)

It's normal to feel overwhelmed with no clarity in your life when you're coming home to clutter each day. I have created the SPEED ORGANIZE SYSTEM to work in harmony with the SPEED CLEAN SYSTEM. With both of these methods, your home can be clean & tidy in less time and saving you money.

What The System is Designed For

The organize system below is designed to help you quickly Speed Organize the public areas of your home. It's perfect for:

- ❖ **Holiday gatherings**
- ❖ **Parties / Events**
- ❖ **Out-of-town guests**
- ❖ **Baby shower/reveal parties**
- ❖ **Making room for an ill family member**

What Is Not Included With The System

The Speed Organize System is only meant for a quick fix when needed, and is not intended for these purposes:

- ❖ **Deep-Purging**
- ❖ **Organizing (make decisions)**
- ❖ **Declutter your whole house**
- ❖ **Controlling clutter long term**

Gather Supplies

Here's what you'll need for you Speed Organize Session:

- ❑ **Trash Bags**
- ❑ **Boxes for Donations (I take 1 box)**
- ❑ **Boxes or Tubs for the temporary storage of undecided items**
- ❑ **Extra Baskets and Bins around the home to use for temporary organization containers**
- ❑ **Cleaning Supplies**

Decide Where To Organize

Next step, you should decide where to focus your Organizing efforts for the biggest impact. Some ideas are:

- ❑ Entryway
- ❑ Kitchen
- ❑ Living room
- ❑ Bathrooms
- ❑ Bedrooms
- ❑ Guest room

The Speed Organize System

As you organize, focus on speed. Don't dwell on decisions about certain items. If you're not sure, set it aside to make a decision later on.

- ❑ Remove trash
- ❑ Sort like items
- ❑ Assign a home - decide precisely within an area
- ❑ Place sorted items you have not decided on a home - place in a tote w/label
- ❑ Place items you no longer want in a separate box or bin
- ❑ Set aside items you're unsure about in a trash bag (tall contractor bag)
- ❑ Mark boxes/trash bags with labels of **Keep-Trash-Unsure**
- ❑ Stash and organize boxes out of sight, in a closet, extra room, garage or basement
- ❑ Give the Organized area a quick speed clean

~This system works in harmony with the Speed Cleaning System~

Speed Cleaning System (SCS)

If you're hosting guests anytime soon, it's quite likely that you're going to have to get your home all cleaned up—fast. If you need to get your space pristine in a snap, or just want to make your life simpler year-round - Use our Speed Cleaning System checklist below to get your Kitchen, Bathrooms, Bedrooms, and Living areas guest-ready in a speedy fashion.

Kitchen: (10 minutes)

Do Dishes/Putaway
Wipe Countertops
Wipe appliance/fronts

Scrub Sink
Empty Trash
Change Dish Towels

Bathroom: (5 minutes)

Scrub toilet bowl
Wipe toilet handle
Wipe toilet seat
display

Wipe Vanity
Wipe sink and faucets
Change Towels/Nicely

Bedroom: (5 minutes)

Pick up clutter
Make bed
Dust furnishing

Pick up dirty clothes
Throw away trash
Vacuum floor

Living Room: (5 minutes)

Fold blankets
Straighten pillows
Dishes to kitchen

Wipe tabletops
Pick up clutter
Throw out Trash

~This system works in harmony to The Speed Organize System~