



bonus videos notes pages

ORGANIZE YOUR REFRIGERATOR + FREEZER

- * To organize your refrigerator and / or freezer, follow the exact same process you used for your cabinets and / or pantry.
- * Group like items together, create zones and add labels.

TIP!

- * Use coolers to keep your food cold while you organize and clean.

Possible Freezer Zones

- | | |
|----------------------------|------------------------|
| * Baking items | * Veggies |
| * Bread | * Fruit |
| * Frozen pizza + ice cream | * Ice packs + overflow |
| * Meat + nuts | |

TIP!

- * Consider labeling your refrigerator and freezer. It will help you remember where things go when you return from the grocery store.

Possible Refrigerator Zones

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|------------------------|--------------------|
| * Lunch + snacks | * Butter |
| * Nuts + peanut butter | * Milk |
| * Eggs | * Cheese |
| * Dairy items | * Salad dressings |
| * Leftovers | * Pickles |
| * Overflow | * Sweets |
| * Bread | * Basic condiments |
| * Condiments | |

TIPS:

- * Identify which items get lost in your refrigerator and go bad. Then, establish a designated spot for them using a bin or labels (or both).
- * Clear food containers help you keep track of what's inside your refrigerator so you can eat things up before they go bad.
- * Consider storing items in your refrigerator on a Lazy Susan to make items in the back easier to access.
- * If you eat outside, or your table is far away from your refrigerator, consider storing basic condiments in a portable basket or bin that you can carry right to the table.

TAKE ACTION!

- * Organize your refrigerator and freezer.
- * Create zones by grouping like items together.
- * Consider adding storage solutions such as bins, trays or a Lazy Susan.
- * Get out your labeler—you'll be glad you did.



freezer inventory

main dishes:

food item	quantity	eat by

meat, seafood + dairy items:

food item	quantity	eat by

veggies + side dishes:

food item	quantity	eat by

breakfast, snacks + other:

food item	quantity	eat by

ORGANIZE THE PAPER CLUTTER IN YOUR KITCHEN

Notes

- * If paper naturally lands in your kitchen, go with this natural tendency instead of fighting it.
- * Set up a few simple systems to accommodate the paper in your kitchen and keep the clutter at bay.

FILE BASKET

- * The file basket contains action paper. This is paper that has come into our life to inform us about, or remind us to do, a task.

COMMAND CENTRAL BINDER

- * Store reference paper like the school lunch menu, carry-out menus and phone directories in your command central binder.
- * The command central binder / home reference binder download is available in the online workshop system on your "my checklist" page.

RECIPE BINDER

- * Create a recipe binder using a three-ring binder, sheet protectors and binder tabs.
- * Store handwritten recipes, printouts from the internet, and recipes clipped from magazines.
- * Use sheet protectors to store your recipes and keep them safe from splatters.
- * Use divided page protectors for smaller recipe cards.
- * Store cooking instructions for bulk items you decanted into storage containers inside a divided sheet protector.

How to Make Altered File Folders

SUPPLY LIST

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|---|--|
| * Straight cut file folders | * Scissors |
| * Two sheets of 12" x 12" patterned scrapbook paper | * Circle punch 1-3/4" in diameter |
| * Solid cardstock | * Label maker |
| * Corner rounder | * One piece of heavy chipboard (like the kind found on the back of a pad of notebook paper). |
| * Craft glue stick | |

DIRECTIONS

- * Cut one sheet of patterned paper into strips approximately 1-3/4 inches wide.
- * Trim off the edge of each file folder using a paper cutter.
- * Use your corner rounder punch to round the edges of each file folder.
- * Attach a strip of patterned paper to the top edge of each file folder using craft glue stick.
- * Trim off the excess paper using scissors.
- * Round corners using your corner rounder.
- * Make tabs using circle punch and card stock.
- * Glue two round pieces of cardstock together using glue stick.
- * Sandwich the two glued sides together and slide the tab over your file folder.
- * Add your printed label.
- * Create your front panel by covering a piece of cardstock (chipboard) with patterned paper using craft glue stick. Fold the edges over and glue them to the back of the chipboard.

TAKE ACTION!

- * Identify the sources of paper clutter in your kitchen.
- * Set up an action file, command central binder and / or recipe binder.



KEEPING YOUR KITCHEN ORGANIZED



Notes

- * This video shows you simple things you can do to keep your kitchen clean and organized going forward.
- * If you followed the process shown in this workshop, you won't need to repeat the organizing process very often.
- * Your organizational structure should work for a long time to come.
- * When you maintain your kitchen on a daily basis, your kitchen will look great for you and / or drop in guests to enjoy.

Checklist of Kitchen Maintenance Tasks

DAILY MAINTENANCE TASKS

- * Clean up the dishes by either loading the dishwasher or hand washing the dishes after every meal.
- * Take care of any papers or stray clutter that lands on your kitchen counter.
- * Wipe down the counters, sink and stove top.
- * Wipe any spills in the refrigerator or microwave as soon as you notice them.

TIPS

To make these daily tasks easier:

- * Set up paper systems as shown in the paper clutter video.
- * Set up a clutter bin for items that tend to accumulate on the counter.

WEEKLY MAINTENANCE TASKS

- * Establish a left-over lunch (or dinner) once a week.
- * Wipe out the refrigerator after your left-over meal.
- * Wipe the down cabinet fronts, the microwave, and refrigerator.
- * Clean the floors and shake the kitchen rug.

AS-NEEDED TASKS

- * Declutter bins and drawers.
- * Let go of an old item when a new one comes in. Use the one-in-one-out rule.
- * Declutter and clean pantry bins.
- * Deep clean stove top.

SEASONAL TASKS

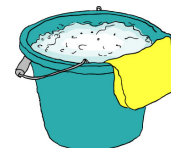
- * Clean the cabinet tops by changing out the paper liner on top.
- * Deep clean cabinet fronts and insides.
- * Wipe down the top of the refrigerator.
- * Clean the oven.
- * Clean behind the stove.
- * Clean behind the refrigerator.
- * Clean the light fixtures.
- * Clean the ceiling fan blades.

TAKE ACTION!

- * Put together a kitchen maintenance plan that works for you and your natural ways of doing things.



kitchen maintenance plan



DAILY MAINTENANCE TASKS

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WEEKLY MAINTENANCE TASKS

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AS-NEEDED MAINTENANCE TASKS

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SEASONAL MAINTENANCE TASKS

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bonus videos resources

ORGANIZE YOUR REFRIGERATOR + FREEZER

BINS

- * Sterilite® Ultra Baskets which are available through Amazon.com <http://amzn.to/v9gH9W>
- * itso bins from Target.

LAZY SUSAN

- * This item was purchased at a local retailer that is no longer in business. Large Lazy Susan's can be found at **The Container Store** and **Bed Bath & Beyond**.

ORGANIZE THE PAPER CLUTTER IN YOUR KITCHEN

FILE BASKET

- * The file basket in Aby's kitchen was purchased at www.worldmarket.com. Unfortunately, this item has been discontinued.
- * The file basket measures 13 3/4" long by 5 3/4" wide by 5 1/2" tall.
- * The small, plastic **itso** bin from **Target** is similar in size and works great for storing file folders.

COMMAND CENTRAL BINDER

- * For a list of resources for creating your command central binder, visit <http://simplify101.com/home-reference-binder-resources.php>

RECIPE BINDER

- * The supplies used for creating a recipe binder, are essentially the same as those you used to create a command central binder.
- * Divided page protectors for recipe cards can be found at office supply stores and **The Container Store**.
<http://bit.ly/tg1srv> Look for divided pages designed for photos.

Altered File Folders

STRAIGHT CUT FILE FOLDERS

- * These file folders are available at office supply stores such as Office Max. (Search for “straight cut file folders”.)

PATTERNED SCRAPBOOK PAPER AND CARDSTOCK

- * These items are available at craft stores like Michaels as well as local scrapbook stores.

CORNER ROUNDER

- * **Fiskars®** Corner Squeeze Punch (1/2 Round) <http://bit.ly/1aA1dQx>

CIRCLE PUNCH

- * 1-3/4” circle punch **EK Success®** Paper Shapers <http://amzn.to/u9DrLi>

LABEL MAKER

- * **Brother™** PT-1230PC label maker <http://amzn.to/tm2kYg>