



lesson videos notes pages

WELCOME

Welcome to the lesson videos for Organize Your Kitchen! These notes pages are designed to make it easier for you to view the lesson videos. We've captured all the important details from the videos, so you can focus on watching instead of taking notes.

On the next page you'll find an overview of the process I used to organize my kitchen. Please note that my kitchen-organizing project really consisted of two projects—my pantry and the main part of my kitchen (the cupboards and drawers.) As you'll see in the videos, I started by organizing my pantry. I followed the first five steps of the kitchen-organizing process (up through cleaning my pantry) and then, I put my pantry items away using temporary containers. Next, I switched gears and followed the same process for my cupboards and drawers. The main reason I did this was so that I could make just one shopping trip for new containers.

The online videos (and these notes pages) are presented in the order that I did my kitchen-organizing project. If you plan to view all the videos before organizing your kitchen, I recommend that you watch the videos in this order. If you plan to watch the videos one at a time and take action, then you may prefer to view the videos in the order outlined on the flow chart on the next page.

Alright, it's time to watch some videos and organize your kitchen!

Enjoy!

kitchen-organizing process at a glance



step 1: carve out time on your calendar

- * Pull out your calendar + workshop syllabus.
- * Schedule time for this workshop + your kitchen-organizing project.



step 2: collect your supplies

- * empty sorting containers
- * labeling supplies
- * camera
- * clear, flat surfaces
- * pen, note pad, clipboard
- * music
- * trash bags + a trash can
- * cleaning supplies
- * happy home
- * donation boxes or bags
- * tape measure



step 3: clarify your goals

- * Complete the kitchen-organizing questionnaire.



step 4: clear out + categorize

- * Empty your cabinets, drawers and pantry and group like items together.
- * Decide what to keep and what to let go of.



step 5: clean

- * Make your kitchen sparkle.

note: As you organize your kitchen, you may go back and forth between steps 4 and 5.



step 6: create your space

- * Select containers.
- * Pull your space together. Ask: "Which items do I use most often," and "Which area is easiest to access and see."



step 7: completion

- * Label containers and shelves.
- * Tie up loose ends.
- * Compare your results to your goals.
- * Communicate the new systems to those who will use the space.



step 8: celebrate

- * Treat yourself to your carrot!



notes pages



STEP 3: CLARIFY YOUR GOALS

Notes

- * The main idea behind an organizing goal is to become clear about what you're trying to accomplish with your project before you begin.
- * To help you create a goal for your kitchen-organizing project, fill out the kitchen-organizing questionnaire on the following pages.
- * The overall goal of this questionnaire is to help you figure out what's working in your kitchen and what isn't working.
- * As you fill out your questionnaire, give yourself permission to improve things!
- * Capture bigger projects on a future project list. Focus on the changes that are in reach right now using organizing strategies to make your kitchen more efficient.
- * Contemplate what's working well and what isn't.
- * Pay attention to which tasks you do where. Which surfaces do you use for dinner prep? Which surfaces do you use for clean up? How easy is it to empty the dishwasher? Which cabinets are easy to get into? Which shelves are in reach for you?
- * Become clear about the little annoying things about your kitchen currently that you'd like to fix through organizing and storage solutions.

TAKE ACTION!

- * Clarify your goals by completing Questionnaire #1.



questionnaire #1: kitchen-organizing questionnaire



What do you love most about your kitchen?

What bugs you the most about your kitchen?

What is working well in your kitchen?

Which areas in your kitchen aren't working well for you? (Or which areas would benefit from an improvement?)

Who else uses your kitchen?

Do they have any interest or concern about how the kitchen is organized? (It's a great idea to ask them for their thoughts and input as you're planning and creating your goals.)

How often do you cook?

Describe how you currently cook. For example, do you prepare simple meals or elaborate meals?

Do you enjoy cooking?

Are you satisfied with the types of meals you are currently preparing?

If not, what would you like to be different?

Is there anything else you would like to change about your cooking or eating habits?

Define the activities that take place in your kitchen as well as the items used for these activities.

Activity	Items used for this activity	How often do you do this activity?
making coffee or tea		
making breakfast		
making lunch		
making dinner		
baking		
eating		
entertaining		
long term food storage		
paperwork or homework		

What organizing and storage systems are working well in your kitchen?

What organizing and storage systems aren't working well in your kitchen?

As you use your kitchen and prepare meals for the next few days, record any observations in the space below. For example, are there items in your kitchen that are difficult to get out and put away? Is there anything about your kitchen that is annoying you?

Which cabinets and storage areas in your kitchen are the easiest to use and access?

Which cabinets and storage area are the most difficult to use and access?

Are there places in your kitchen where things get lost? If yes, list these places below.

Are there storage areas in your kitchen that you can't reach? If yes, list these areas below.

Do you have / use a dishwasher?

Do you hand wash anything? If yes, which items?

Are there items in your kitchen that you know right off the top of your head that you'd like to get rid of or pare down? If yes, list them in the space below.

Which items (appliances, dishes, etc.) do you use most frequently?

Are there items in your kitchen that you use infrequently? If so, list them in the space below.

In the space below, describe how you'd like your kitchen to look.

Do you like your counters to be sparse? Or do you like to keep appliances, utensils etc. out on the counter for easy access?

Do you use cookbooks to cook? List your favorites in the space below.

When it comes to organizing your kitchen, what are your biggest challenges? For example, do you have enough counter space? Do you have enough cabinets? Do you have enough drawer space?



summarize your kitchen-organizing goals

What is working well in your kitchen that you want to be sure to keep intact after organizing?

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What's not working well that you would like to improve right away with organizing and storage strategies?

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What's your carrot for completing this project?



future project list

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notes pages

**STEP 4: CLEAR OUT + CATEGORIZE THE PANTRY — INTRODUCTION****Notes****Make sure you're ready to organize:**

- * Wear comfortable clothes.
- * Have your organizing supplies handy.
- * Make sure your kitchen counters are clear and ready for sorting.
- * Carve out a good sized chunk of time to organize your kitchen—or a good size piece of your kitchen—from start to finish.

Keep in mind: You will create a bigger midstream mess.

- * This is normal!
- * Recognize this as a sign of progress.

Group like things together as you remove them from the pantry!

- * Have a plan and an end goal in mind before you start.
- * Categorize and organize things as you pull them out of the pantry.
- * Group like with like.
- * Group items used for a single task together.
- * Before starting your project, create a list of categories you think you'd like to use to sort the items in your kitchen:

Examples of categories you could use in your kitchen / pantry:*Storage categories:*

- * Everyday dishes
- * Special occasion dishes
- * Everyday glassware
- * Special occasion glassware
- * Pots and pans
- * Baking / casserole dishes
- * Bakeware (cookie sheets, cake pans, muffin tins.)
- * Cookware
- * Baking utensils
- * Food storage items (containers, wraps, baggies, etc.)
- *
- *
- *

Food categories:

- * Breakfast items
- * Lunch items
- * Vinegar and oils
- * Spices
- * Baking mixes and baking items
- * Canned goods
- * Dinner items
- * Menu / day of the week
- *
- *
- *
- *

Final Thoughts

- * Keep your organizing questionnaire handy to jot down new ideas and observations.
- * Separate out items to toss or donate as you go.
- * Or give yourself permission to sort first and make decisions after everything is cleared out and categorized.

TAKE ACTION!

- * Get ready to organize!
- * Create a list of categories you plan to use for your kitchen-organizing project.



STEP 4: CLEAR OUT + CATEGORIZE THE PANTRY — EMPTYING THE PANTRY**Notes****Sorting Categories:**

- * Appliances
- * Cookbooks
- * Baking items
- * Cups / Water Bottles
- * Napkins
- * Lunch items
- * Beverages (soda, juice, etc.)
- * Potatoes and onions
- * Food storage containers + wraps
- * Breakfast items
- * Tea
- * Crackers
- * Salty snacks + nuts
- * Oils + vinegars
- * Sweet snacks
- * Tomatoes
- * Olives + red peppers
- * Veggies
- * Soups
- * Rice + pasta + dried beans
- * Cake mixes + cake decorating
- * Canned fish
- * Seasoning packets
- * Vitamins
- * Coffee
- * Baking items
- * Toaster
- * Picnic supplies
- * Pitchers
- * Iced tea maker

Other Tips and Notables

- * As you unload your pantry or kitchen, remember to group like items together.
- * Store potatoes and onions separately. Each of these give off gasses that cause the other to spoil more quickly.
- * Create a food storage / leftovers zone by storing containers, wraps and baggies in one spot!
- * Move items out of your way that you might trip over while unloading your pantry or cupboards.
- * If you start to run out of space on your counter, use your kitchen table or an adjacent room.
- * Use your temporary storage containers to speed up the process of emptying your pantry or cupboards.
- * Containers in the pantry make it easier to maintain. You can wipe out and straighten a bin while waiting for water to boil.
- * When in question, ask your family members if you need certain items (like two waffle makers.)
- * Keep your trash can handy and pitch as you go!
- * Use this opportunity to move items you use rarely off your counter and into your pantry or cabinets.

TAKE ACTION!

- * Clear out + categorize. Empty your pantry and group like items together.



STEP 5: CLEANING THE PANTRY**Notes**

- * When your cupboards or pantry are empty, things will look worse than before you began.
- * At this point you may have a choice to make. You could decide to clean (or even paint!) or you could decide to continue on with Step 4 and make decisions about what to keep or what to let go of.
- * The cleaning step is about making your space sparkle!
- * Your project may take on a direction that you hadn't anticipated as you discover new challenges and opportunities to improve your space.
- * Steps 4 and 5 may overlap each other.

TAKE ACTION!

- * Clean. Make your kitchen sparkle.

**STEP 4: CLEAR OUT + CATEGORIZE THE PANTRY — DECIDING WHAT TO KEEP (PARTS 1 AND 2)****It's Time to Make Decisions**

As you begin to make decisions about what to keep and what to let go of think about your goals:

- * What did you want to accomplish when you set out to do this project?
- * Example: If you want to get your toaster off your kitchen counter and put it in your pantry, you will need to let go of a "toaster's amount of stuff" to create space in the pantry for your toaster.
- * Are there things in another area of your home that you want to make room for in your kitchen? If so bring them into the kitchen and your decision-making process.

Other Tips and Notables

- * Make decisions one category at a time.
- * You can reload your pantry at this point and put things into temporary locations.
- * By reloading the pantry you can see progress. You know what decisions have been made and what decisions still need to be made.

- * Reload your pantry or kitchen by matching the items you use most often with the best storage locations – or prime real-estate.
- * As you reload your kitchen, think about which areas you can see from where you would view that area.
- * The prime real-estate in your kitchen are the areas that are easy to see and reach. Put your most used items in these areas.
- * Check expiration dates and toss out anything that is expired.
- * Use temporary containers and group like items together. Put the items into temporary locations in your pantry.
- * If you find things that don't belong in your kitchen, put them into a container so you can take them to another place in your house later, after you're done organizing.
- * Mini zones simplify the process of doing everyday tasks!
- * Before moving on to your next category, do a quick scan to see if you have anything else in the current category.
- * Consider storing your food storage containers in a bin with the lids on. Or if you're short on space, consider nesting your containers and keeping just the lids together in a container.
- * When you start to run out of food storage containers, take this as a cue to clean out the fridge.
- * Consider adding a lunch making mini zone to your kitchen.
- * Use containers within containers to store small items.
- * Place food storage containers low, so your kids can reach them and help when it's time to clean up.
- * Regular pickups from a local charity keeps organizing top of mind.
- * Group items together in ways that make sense to you and your family members.
- * If your eating habits have changed, declutter items that don't fit your current way of eating.
- * If you're short on space in your kitchen, look for other areas in your home for bulk food storage.
- * When you reload items into your pantry, look for ways to make it easy to see things by employing storage solutions and / or by grouping like items together in a row. This will help you waste less food!
- * Record container ideas on your container shopping list as you think of them.
- * Take measurements and record them on your container shopping list!
- * Move items you don't use every day off of your counter by creating space for them behind closed doors.
- * Consolidate packages whenever possible.

TAKE ACTION!

- * Decide what to keep and what to let go of in your kitchen.



STEP 4: CLEAR OUT + CATEGORIZE – CUPBOARDS + DRAWERS

My kitchen-organizing project consisted of two separate projects—the pantry and the cupboards and drawers. I did steps 4 and 5 for my kitchen cupboards and drawers before shopping for containers and finishing up my pantry. I did this because I wanted to make just one shopping trip and because I wanted to consider moving some things from the main part of my kitchen into the pantry and vice versa.

This notes page is for the video where I walk you through the clear out + categorize step for my cupboards and drawers, and share tips and strategies to help you decide which items to keep and let go of in your kitchen.

Notes

- * The same process is used to organize your kitchen cupboards and drawers as is used to organize your pantry (and refrigerator and freezer for that matter.)
- * The pantry is a storage zone.
- * Cupboards and drawers are part of the activity zones in your kitchen.
- * As you empty your cupboards and drawers, consider grouping items by activity. This will help you create zones within your kitchen. This will make it easier to do the tasks you do in your kitchen and clean up when you're done.
- * Keep intact anything in your kitchen that is working great for you!

KITCHEN ZONES + CATEGORIES

Group like items together using categories that work for you

- * Baking pans / baking items
- * Pots and pans / cooking items
- * Non-everyday dishes
- * Candleholders + matches
- * Vitamins
- * Cooking items / gadgets
- * Special occasion glassware
- * Everyday dishes
- * Everyday glassware
- * Cookbooks

QUESTIONS TO ASK WHEN IT'S DECISION TIME IN YOUR KITCHEN:

- * Do I use this?
- * How often?
- * Do I have space for this?
- * And, as always, remember your kitchen-organizing goals!

Cookbooks

- * Aby's goal was to store all of them on top of her refrigerator. Because she had some in her pantry before, some may move to a bookcase elsewhere in her home, and others will be donated.
- * To help with the decision making Aby grouped her cookbooks into four piles: frequently used cookbooks, seasonal/sentimental cookbooks, "maybe" cookbooks and "no" cookbooks.
- * Reevaluate your cookbooks based on any recent changes in your eating habits.
- * Consider boxing up your "maybe" cookbooks and go through them later for fifteen minutes at a time.

Wedding Gifts

- * You don't have to keep every wedding gift you ever received. If you can't remember who gave you a wedding gift or you don't use it or want it, let it go.
- * Keep the special and meaningful wedding gifts.

Coffee Mugs

- * How many coffee drinkers do you have in your home? Keep this in mind as you go through your mugs.
- * Keep the special and meaningful mugs!
- * Ask your family members which mugs are most important to them.
- * Pick favorites. Don't ask "Do I like this mug," but rather, "Which of these mugs do I like the most?"

Gadgets

- * Corral the gadgets you're unsure about keeping into a gadget incubator.
- * Store your incubator out of your kitchen.
- * See which gadgets you pull out of the incubator over the next four to six weeks. Then, donate the rest.
- * By removing items out of their storage areas and grouping them together, you can get a feel for which items you have in excess. For these items, really consider how many you need and really use.
- * Just because you have it and it's useful, doesn't mean it needs to be taking up valuable real-estate in your kitchen.
- * Consider moving infrequently used items to other storage areas in your home.

TAKE ACTION!

- * Clear out + categorize the drawers and cupboards in your kitchen.
- * As you empty your cabinets and drawers, group like items together.
- * Decide what to keep and what to let go of.



STEP 6: CREATE YOUR SPACE — SELECT CONTAINERS — THINGS TO DO BEFORE YOU SHOP



Notes

Before shopping for containers...

- * Identify the problems you want to fix in your kitchen.
- * Select containers that address these problems.
- * Try before you buy. You can live with your temporary storage solutions for a while.
- * As you use your new arrangement for a while, you may notice new things and new problems to address.

When you're ready to shop for containers

- * Shop with a list.
- * Measure the dimensions of the shelves including the height between each shelf, the depth and the overall length.
- * Jot down the items you'll be storing and the approximate size of the items you'll be storing.
- * Record how many containers you want or need.
- * Set a budget.
- * Check for coupons!
- * Take a tape measure with you to the store.

STEP 6: CREATE YOUR SPACE — SELECT CONTAINERS — ABY'S FAVORITE STORAGE SOLUTIONS

General guidelines and ideas to use when shopping for containers.

- * Select versatile containers that can be used in many different environments.
- * Baskets and canvas containers look great in a kitchen. White plastic containers look clean and they are easy to clean, which makes them a great choice for the kitchen.
- * Select containers that make your heart sing.
- * Ideally, containers will solve an organizing problem for you.
- * Containers can make a space look less cluttered.
- * Containers can make it easy to access items in the back of a deep cabinet.
- * Other containers help stretch your storage space.
- * When you completed your kitchen-organizing questionnaire, you identified problems you want to solve in your pantry.
- * When you shop, seek out solutions that will address those problems.

Aby's Favorite Kitchen-Storage Solutions

BINS

- * Bin allow you to group like items together like food storage containers, lunch making supplies or spices.
- * Opaque bins help cut down on visual clutter.
- * Durable bins make it easy to get a bunch of items off a shelf and into a usable area in your kitchen in just one step.
- * Bins are washable so they stand up to years of use and still look great.

THE LAZY SUSAN

- * Handy for spices, baking goods, canned goods, snacks, and in the refrigerator for condiments.
- * They make it easier to access items stored in a deep pantry or cupboard.
- * Lazy Susan's are widely available.

THREE-TIERED SHELF FROM EXPAND-A-SHELF

- * This storage solution makes it easier to see items in the back of your pantry or cupboards.
- * This helps prevent items from getting lost or forgotten.

LID RACK

- * Lid racks help keep your lids accessible.
- * I keep mine in a pull-out drawer right in front of my pots.

PULL-OUT DRAWERS

- * Create makeshift drawers using a bin.
- * Or purchase units from Rev-a-Shelf or Rubbermaid to convert cupboard space into drawer space.

UTENSIL CROCK

- * Consider using a utensil crock filled with regularly used utensils.
- * If you're right-handed, keep it on the right side of the stove.
- * If you're left-handed, keep it on the left side of the stove.

DRAWER ORGANIZERS

- * Drawer organizers help carve out specific homes for items like utensils and silverware.
- * When a kitchen essential like your potato peeler has a specific home, it's easier to put it back where it belongs, which makes it easier to find the next time you have some potatoes to peel!
- * Your drawers will look tidier when you use drawer organizers. (Which just may make you happier.)

CLEAR FOOD STORAGE CONTAINERS

- * You'll waste less food with clear food storage containers for leftovers because you'll be able to see what you're storing inside.

TRAYS

- * Trays make it easier to move items around in your kitchen and are visual clutter cutters. When you group a collection of items on a tray, your eye sees just the tray which makes for a more streamlined and clutter-free look.

EXTRA SHELVES

- * Free-standing shelves are terrific storage stretchers.
- * If you're short on storage space in your kitchen, do a quick scan for white space—open areas in your kitchen where you can add a shelf.
- * If you have open space in a cupboard, consider adding a small, free-standing cabinet.
- * If you have open space on the wall, consider a small ledge shelf for spices or bottles of oil and vinegar.
- * If you have open space in your pantry, consider adding an extra shelf to fill the open space and transform it into storage space.

TAKE ACTION!

- * Select containers for your kitchen.



STEP 6: CREATE YOUR SPACE — CUPBOARDS + DRAWERS



Notes

- * In Aby's kitchen, cookbooks are stored on top of the refrigerator. The menu planning list is right below the cookbooks.
- * As you go through your things, consider which items you use most often and which things you rarely use.
- * Store items as close as possible to where they are used.
- * If you can whittle your kitchen down to just those things you use often, it will make doing every task in your kitchen easier!

Aby's Kitchen Cabinets + Drawers

PULL OUT CABINET

- * The bottom pull out drawer holds baking items.
- * The top shelf of the pull out cabinet (which is easier to access) houses bowls and other frequently used items.
- * The salad spinner was relocated from up high in the pantry because we use it several times a week.

DRAWERS

- * Infrequently used baking items are corralled together in an already on-hand bin.
- * Solicit input from your family members to see which items they use most often and would like to make easy to access.
- * Group like items together using categories that make sense to the people who use your kitchen.
- * If you haven't shopped for containers yet, simply place items into cupboards and drawers and allocate space for them. This will help you figure out what size container you need.

CUPBOARD ABOVE DISHWASHER

- * Store everyday dishes and glassware as close to your dishwasher (or sink if you hand wash dishes) as possible.
- * Store less frequently used items on higher shelves.

CREATE MINI ZONES IN YOUR CUPBOARDS

- * By moving the napkins next to the bread basket, I save steps and time every day!
- * The popcorn mini zone is also a time saver—everything needed to pop popcorn is in one spot now!
- * Make every day easier by moving infrequently used items out of your kitchen and into another storage area in your home.

CORNER CABINET

- * Sometimes it's necessary to put things in specific storage locations based solely on where they will fit.
- * If you're short on storage space, look for white space or open space in your cupboards. Consider adding a free-standing shelf to transform that empty space into storage space.
- * If you have glass-front cabinets use them to store items you're happy to look at.
- * Store coffee mugs near to the coffee maker. (In my kitchen, the coffee grinder and coffee filters were moved to the same cabinet as the mugs.)

LOWER CABINET NEXT TO THE STOVE

- * The cabinet right next to the stove holds pots, pans and lids for easy access.
- * Jay doesn't do more cooking than Aby. (And he doesn't read the lesson notes.) ;)
- * The lowest shelf next to the stove was streamlined to hold just one big pot and two frying pans.

MOVING ITEMS OUT OF THE KITCHEN

- * Consider moving infrequently used items out of your kitchen and into another storage area in your home
- * Items moved out of Aby's kitchen and into the bar area downstairs included baking pans, serving pieces, ramekins (these moved to Aby's container station), pots and pans, baking dishes, holiday dishes, glassware, and coffee mugs.
- * Breathing room makes it simpler to do everything.

STEP 6: CREATE YOUR SPACE – THE PANTRY

Notes



WHEN YOU'RE READY TO PULL YOUR SPACE TOGETHER

- * Pull back out your goal statement and reconnect with the changes and improvements you wanted to make in your kitchen.

ABY'S TWO PRIMARY GOALS WERE:

- * To make things easier to see and access and put hidden areas to good use.
- * To make things a bit more visually appealing.

The Pantry Tour

BOTTOM SHELF

- * This isn't a super convenient location because you may have to squat down to see and access these items.
- * Put infrequently used items (or heavy items) in this area.
- * This is a great spot for a step stool to help you reach higher up items.

SHELF TWO

- * Keep things you use infrequently in the harder to reach areas.
- * Use bins to make things easier to slide in and out.
- * Create a food storage container zone by storing wraps and storage containers right next to each other.
- * Keep food storage containers close to lunch-making supplies.
- * Items used daily are in the center of the pantry because this is the easiest to access space in the pantry.
- * Less frequently used items are in the harder to reach sides of the pantry.

SHELF THREE

- * Baking items are stored on a Lazy Susan in clear food storage containers. The clear containers look nice and make it easy to see how much you have left.
- * Corral smaller items and packages into a basket.
- * A smaller snack bin makes items easier to see, which means you'll be more likely to use things up before they get stale.
- * The overriding rule of thumb when establishing homes for the items in your kitchen is to put the items you use most often in the easiest to access and see locations.
- * Sweet treats and tea are stored on a Lazy Susan.

SHELF FOUR

- * Breakfast items and baking mixes are on a Lazy Susan.
- * Breakfast items like cereal are stored in clear food storage containers on a tray. Food storage containers will help you keep food fresher longer. Cut visual clutter by storing items on a tray.
- * Pasta, rice, beans and other dry goods are stored on a Lazy Susan in clear jars.

SHELF FIVE

- * This is an eye level shelf, which makes it a good choice for frequently used items.
- * Canned goods are stored on a can-riser.
- * The open space allows you to accommodate unexpected items or things you want to move off of your counter-top.
- * Onions and garlic are stored in repurposed ceramic dishes that were decluttered during this kitchen-organizing project.
- * Remember Aby's two-hand rule. You have two hands, so try to only go two containers deep in your pantry or cupboards.

SHELF SIX

- * This shelf is still at eye level but a bit harder to reach. Less frequently used items are stored in this less easy-to-access area of my pantry.
- * Items stored on this shelf are:
 - A water pitcher
 - The food processor and all its parts (in a bin)
 - Extra napkins and aprons stored in a basket. (It looks so much tidier than before!)
 - Cake + cookie decorating items stored in a basket.
 - Extra food items in a basket.

- * Keeping extra food items in a basket ,out of reach and sight of others, can help reduce food waste.
- * Think safety when you put things away. Put heavy things on bottom shelves and light items up high.

TOP SHELF

- * Infrequently used appliances.

Notes

- * The key to all of this is to reconnect with your goals and remember the problems you want to solve in your kitchen.

TAKE ACTION!

- * Create your space.
- * Select containers.
- * Pull your space together by asking: "Which items do I use most often?" And "Which area is easiest to access and see?"





STEP 7: COMPLETION – PUT THE FINISHING TOUCHES ON YOUR KITCHEN-ORGANIZING PROJECT

Notes

COMPLETE YOUR KITCHEN-ORGANIZING PROJECT:

- * Put the finishing touches on your project.
- * Tie up loose ends.
- * Add a dash of inspiration to your organizing projects so your space becomes a place you really want to be. Remember, the more you love how your organized spaces look, the more you will want to keep it organized going forward.

LABELING

- * Label your containers and / or shelves.
- * Labels help you maintain function in a shared space. They show everyone what belongs where and serve as a reminder to put things back where they go.
- * Labels can be a fun way to add a decorative or inspiring touch to your space.

LABELING IDEA: USE A LABEL MAKER

- * A hand-held label maker is one of the quickest ways to label your kitchen.
- * Plastic label tape is more durable and cleanable than paper label tape.
- * The Brother P-touch PT-1230 PC label maker lets you use fun fonts. But you have to have your labeler and your PC with you when you label.

LABELING IDEA: USE METAL RIMMED TAGS

Supplies Needed:

- * Metal rimmed tags (available at office supply stores)
- * Glue stick
- * Template for printing labels (Available on the checklist page in workshop system)
- * Hole punch
- * 1-3/8" circle punch
- * Ribbon
- * Rubber bands

LABELING IDEA: USE A LAMINATED CARD FOR COOKING INSTRUCTIONS**Supplies Needed:**

- * Craft laminator
- * Small/ID badge sized laminating pouches

TIP!

- * Put cooking instructions in the front of your recipe binder.

ADD INSPIRATION TO YOUR SPACE!**Do something that makes your space look and feel how you want it to, such as...**

- * New curtains.
- * New kitchen items.
- * Decant soap in an olive oil bottle.
- * Replace faded towels and pot holders.
- * Use meaningful items throughout your kitchen to serve a functional purpose.

TIE UP LOOSE ENDS

- * Drop off items for donation.
- * Update your future projects list.
- * Pull out your goals and compare your results to your goals. Remember, if you've made your kitchen better and improved some of your trouble spots, then you should feel terrific about the progress that you've made.
- * Communicate the new systems and item locations to anyone who uses your kitchen.
- * Be open to their feedback and make tweaks to make things even better for everyone.
- * Remember that organizing is an evolving process.

Notes

TAKE ACTION!

- * Take steps now to complete your kitchen-organizing project.
- * Label your containers and shelves.
- * Add finishing touches that make your kitchen even more inspiring.
- * Tie up loose ends.
- * Compare your results to your original goal statements and capture any future projects on your future project list.
- * Communicate the new systems and item locations to everyone who uses your kitchen.

**STEP 8: CELEBRATE****Notes**

- * Congratulations on your hard work on your organizing project!
- * The organizing process is exhilarating but it can be stressful because it creates disorder!
- * This will affect you and your family members.
- * You may feel distracted.
- * You may notice things in your kitchen that you hadn't noticed before...like faded and torn towels or crumbs.
- * Whatever you feel midstream, it's okay. It's normal.
- * When you follow the process step-by-step, you will get to where I am standing now—ready to celebrate!
- * Really celebrate yourself and what you have accomplished through this project. You have done something that will have a positive impact on your entire household, every single day! That is pretty cool!

What Are You Going To Do To Celebrate?**HERE ARE SOME IDEAS...**

- * Enjoy that carrot you promised yourself during the goal setting process.
- * Host a dinner party or a casual get together with friends and family.
- * Recognize and acknowledge what you have accomplished.

TAKE ACTION!

- * Celebrate. Treat yourself to your carrot!

