



# *The Organizer's Blueprint*

**STEP-BY-STEP HOME ORGANIZATION**

A Proven Method by Whitespace Methods

[www.whitespacemethods.com](http://www.whitespacemethods.com)



# CONTENTS

A practical guide to declutter, reorganize,  
and create a harmonious home space.

## *01*

### **CLEAR THE SPACE**

- Begin with a clean slate by removing all items from the space.
- Reflect on your goals and take inventory of what's truly essential.

## *02*

### **SORT AND CATEGORIZE**

- Organize items into clear, specific categories to streamline the process.
- Address “maybe” piles with thoughtful questions to decide what stays or goes.

## *03*

### **LETTING GO**

- Release broken, unused, or unloved items to create room for what matters most.
- Donate, recycle, or responsibly dispose of items.

# CONTENTS

## CONT...

### *04*

#### **SPACE PLANNING**

- Map out zones based on frequency of use and accessibility.
- Optimize awkward spaces with creative solutions.

### *05*

#### **STAGING (PLACING AND ORGANIZING)**

- Arrange items thoughtfully in their designated spaces.
- Immediately shop for bins and labels, then adjust after living in the space.

### *06*

#### **CONTAINERIZING AND LABELING**

- Add the final touches by grouping items in bins and applying clear, visible labels.
- Test and adjust the system to ensure long-term functionality.

# WELCOME TO OUR METHOD

Welcome to "The Organizer's Blueprint", your step-by-step guide to transforming your home into a space of order and simplicity. This isn't just about tidying up—it's about creating systems that work for you and bring lasting peace to your life.

Whether it's a cluttered closet or an entire home, this book will help you clear spaces, categorize items, and design practical storage solutions. By the end, you'll have the tools to maintain your organized spaces and truly enjoy the process. Let's get started!





## Introduction: Why Clearing is Key

A cluttered space often reflects and contributes to mental chaos. Starting with a blank slate allows you to reimagine your space without distraction, making it easier to determine what truly belongs and what doesn't.

### Step 1: Set Your Intention

Before clearing, take a moment to define your purpose for organizing this space. Write down your intention as a guiding principle.

Here's thought provoking questions:

- What is your overall purpose for this space?
- What categories belong in this space and what should automatically go elsewhere?
- Would you like this space to be just functional or have a styled look as well?
- What are your pain points? What's not working?
- What is working in this space?

### Step 2: Gather Your Supplies

Prepare these items to streamline the process:

- Boxes/Bins for sorting categories - make sure to have plenty of clean space to work in.
- Trash Bags for broken or unusable items.
- Cleaning Supplies to wipe down surfaces once cleared.
- Box/Bags for donations.

# 01

## CLEAR THE SPACE

### Step 3: Remove Everything

Start by taking all items out of the space. This helps you see the full extent of your belongings and makes it easier to evaluate what stays.

Note: some spaces are too big to take EVERYTHING OUT at once i.e kitchen or main closet.

Here are suggestions to make larger spaces more manageable:

- In a kitchen, cut the space in half and start with just the drawers. Then once you've sorted, categorized and purged, move on to the cabinets.
- In a main closet, instead of taking all the hanging clothes out and laying them in piles, utilize the closet rods for sorting.
- Also, there are spaces that coincide with each other. For example, if we are organizing a main closet we organize the dresser as well. Or, if we are in the kitchen, we also look at the pantry. There might be items that make more sense in the closet versus the dresser and visa versa. You always want to look at all your space options!

### Step 4: Clean the Space

With the space empty, clean it thoroughly. Dust, vacuum, and wipe down surfaces to create a fresh environment. It's the best time!

### Step 5: Avoid Burnout

Clearing a space can be physically and emotionally exhausting. If you're feeling overwhelmed:

- Take breaks every hour.
- Play energizing music or set a timer for focused work intervals.



# WORKBOOK

NAME THE SPACE TO CLEAR:  
EXAMPLE: BEDROOM CLOSET, KITCHEN  
PANTRY

---

---

DEFINE YOUR INTENTION:  
WHY ARE YOU ORGANIZING THIS  
SPACE?

---

---

---

WHAT IS THE PURPOSE OF THIS  
SPACE:


---

---

---

---

TAKE A BEFORE PHOTO: THIS WILL HELP YOU  
SEE THE PROGRESS AND TRANSFORMATION.

A close-up photograph of a person's hand holding a pen and writing in a notebook. The notebook is open, showing several pages with handwritten notes and sketches. The text "Bamboo" is visible on the left page, and "Sunday 3/4" and "Sample 5/12" are visible on the right page. A quote is overlaid on the image in large, bold, white capital letters. The background is a light-colored, textured surface.

**"CLEARING THE SPACE IS  
CLEARING YOUR MIND.  
EVERY ITEM YOU REMOVE  
IS A STEP CLOSER TO  
CLARITY AND POSSIBILITY."**



# CHAPTER 2

## **SORTING AND CATEGORIZING**

### **Introduction: Why Sorting Matters**

Sorting is the foundation of an organized space. It allows you to see what you own, evaluate its purpose, and make intentional decisions. By categorizing, you reduce feeling overwhelmed and create a systematic approach to your belongings.

### **Step 1: Choose Your Sorting Categories**

Decide on clear, specific categories based on the items in your space.

Examples:

- Closet: Blouses, jeans, sweaters, scarves, heels, flip flops, intimates, swimwear
- Kitchen Items: Cooking utensils, appliances, prep tools, tupperware.
- Office Supplies: Thank you cards, journals and notepads, electronics, fiction books.
- Playroom: Legos, dolls, doll accessories, learning, music, games, puzzles
- Main Bathroom: Serums, daily hygiene, hair products, perfume, beauty treatments

### **Step 2: Sort Items into Categories**

Place each item into its appropriate category. If an item doesn't fit into an existing category, create a new one or set it aside for decision-making later.

### **Step 3: Handle “Uncertain” Items**

For items you're unsure about:

- Create a “Maybe” pile.
- Revisit the pile at the end and apply a decision framework (e.g., Does this spark joy? Is this necessary?).
- This helps a lot with clothes that need to be tried on. You don't want to stop every 5 mins while you are sorting to try something on. Finish sorting, then, set aside time to try things on.

# 2

## SORTING AND CATEGORIZING

### Step 4: Keep Categories Visible

Use clear bins, labeled boxes, or designated areas to keep categories organized during the process. This helps you visualize how much you have in each group.

Note: We are notorious, as organizers, to use lots of sticky notes. Especially, for donation, trash and elsewhere piles. We don't want something to get accidentally thrown away. We also don't want to re-think on what a specific category might be if it isn't obvious at first glance.

### Tips for Efficient Sorting

- Set a time to maintain focus.
- Limit distractions to avoid losing momentum i.e. getting lost in revisiting memories
- Start with a category you feel confident about to build motivation.





# WORKBOOK

LIST CATEGORIES YOU'VE PRIORITIZED  
FOR THIS SPACE:

---

---

---

---

---

---

---

WHICH CATEGORY WAS EASIEST  
TO SORT? WHY?

---

---

---

---

WHICH CATEGORY WAS MOST  
CHALLENGING? WHY?

---

---

---

---

IF THERE ARE ITEMS THAT DON'T BELONG IN  
THE SPACE GO AHEAD DISPERSE THOSE  
"ELSEWHERE" ITEMS TO THEIR HOME SO THAT  
IT FREES UP SPACE.





**"WHEN EVERYTHING HAS  
A CATEGORY, CHAOS  
TURNS INTO CLARITY,  
AND YOUR SPACE BEGINS  
TO TELL YOUR STORY."**



# CHAPTER 3

## LETTING GO

### Introduction: How to Let Go?

Letting go of items can be the most emotionally charged part of organizing. This step encourages you to release what no longer serves you and make space for items that truly matter.

### Step 1: Ask Key Questions

For each item, ask yourself:

- Is it useable, not damaged or intact?
- Do I love it?
- Do I use it regularly?
- Does it add value to my life?

If the answer to all these questions is "no," it's time to let it go.

### Step 2: Create Sorting Categories

Decide where items will go:

- Donate: Items in good condition but no longer needed.
- Trash: Broken, expired, or unusable items.
- Recycle: Materials that can be repurposed responsibly.

### Step 3: Overcome Emotional Attachments

- Sentimental items: Keep only those with significant meaning. Consider taking photos of items for memories instead of holding onto the physical object.
- Guilt items: Release items purchased but never used—your money was spent regardless, and keeping them won't bring it back.
- "What if" items: Let go of items you haven't used in years. Trust yourself to acquire what you need in the future.



## SORTING AND CATEGORIZING

### Step 4: Act Quickly

Once decisions are made, act immediately:

- Schedule donation drop-offs or pickups.
- Recycle or discard items responsibly.
- Remove trash promptly to prevent second-guessing.

### Quick Tips:

- Use your phone or camera to take a picture of the item and save it in a special "Memory Box" folder.
- If you're working in a child's playroom or bedroom and are not sure what to keep on specific items, make a pile for questions. Guide kids on how it's ok to let go and give to those more in need.
- If you're keeping items for someone else, ask them now if they want it and give them a window to come pick it up.



# WORKBOOK

1. SET YOUR INTENTION FOR LETTING GO:  
EXAMPLE: "I WANT TO CREATE A CLUTTER-FREE,  
PEACEFUL HOME."

---

---

---

---

---

DONATION PLAN:

ORGANIZATION NAME:

---

DROP-OFF/PICKUP DATE:

---

TRACK DONATION ITEMS:

---

---

---

---

---

---

---

---

---

---

---

---

HOW DOES IT FEEL TO LET  
GO OF THESE ITEMS?

---

---

WERE THERE ANY ITEMS YOU  
STRUGGLED TO RELEASE? WHY?

---

---

TRASH/RECYCLE PLAN:

LOCAL RECYCLING GUIDELINES:

---

SCHEDULED TRASH DAY:

---



**“LETTING GO MEANS  
CREATING SPACE FOR A  
LIFE THAT REFLECTS WHO  
YOU ARE NOW, NOT WHO  
YOU WERE IN THE PAST.”**



# CHAPTER 4

## SPACE PLANNING

### Introduction: Plan with Purpose

Space planning is about creating a functional and visually appealing layout that fits your lifestyle. It ensures that everything has a designated place, reducing daily stress and enhancing productivity.

### Step 1: Evaluate Your Space

- Observe the dimensions, layout, and unique features of the area.
- Identify areas that are underutilized or inefficient.

### Step 2: Prioritize Accessibility

- Frequently used items should be within easy reach.
- Less-used or seasonal items can be stored in higher or less accessible areas.
- Avoid overcrowding; leave room for growth.

### Step 3: Map Your Space

- Sketch a layout or use a digital tool to plan zones for specific purposes.
- Example Zones:

Kitchen: Cooking tools near the stove, everyday plates near the dishwasher.

Bedroom: Everyday clothes at eye level, seasonal wear on upper shelves.

### Step 4: Address Awkward Spaces

- Use corner shelves, over-the-door organizers, or custom furniture for tricky spots.
- Consider multifunctional furniture for small or irregular spaces.

### Step 5: Plan for Aesthetics

- Use matching bins or containers for a cohesive look.
- Balance open and closed storage to display key items and hide clutter.
- Clear bins are great for identifying categories at a glance but could look cluttered.

# WORKBOOK

## ASSESS YOUR SPACE:

LIST UNIQUE FEATURES (E.G., SHELVES,  
AWKWARD CORNERS):

---

---

WHAT IS CURRENTLY NOT WORKING  
IN THIS SPACE?

---

---

## SPACE EFFICIENCY NOTES:

WHAT STORAGE SOLUTIONS DO YOU  
NEED TO ADD?

---

ARE THERE ITEMS THAT DON'T FIT?  
WHERE COULD THEY GO?

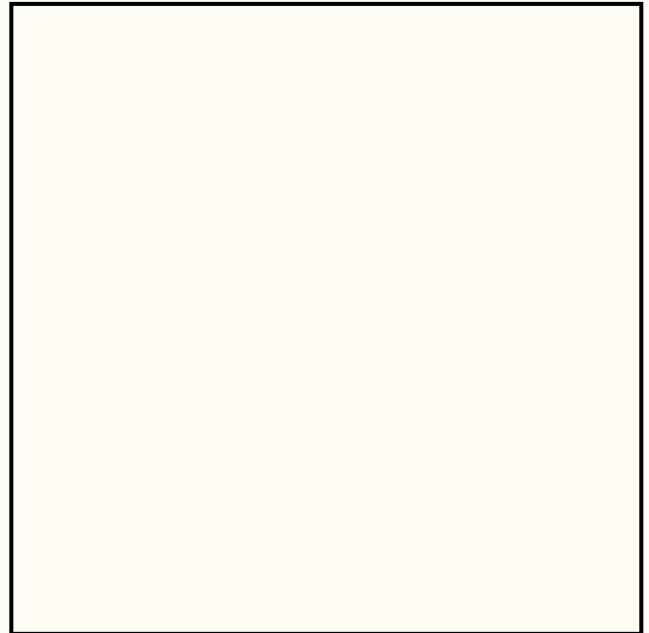
---

IF YOU'RE "STUFFING" ITEMS IN A  
SPACE, CONSIDER ANOTHER AREA  
OR PURGING MORE.

---

SKETCH YOUR LAYOUT (USE A  
GRID OR BLANK SPACE BELOW FOR  
YOUR PLAN):

EXAMPLE: DIVIDE THE KITCHEN INTO COOKING,  
PREPPING, AND STORAGE ZONES.



HOW DOES YOUR PLANNED LAYOUT  
MAKE DAILY TASKS EASIER?

---

---

ARE THERE ANY SPACES YOU STILL  
FIND CHALLENGING?

---

---

A photograph of a kitchen pantry with its white doors open. The top shelf holds three large rolls of white paper towels and four large, clear plastic jugs of water. The second shelf contains various dry goods in clear plastic bins, including flour, sugar, and baking powder. The third shelf is filled with more dry goods, including bags of rice and boxes of cereal. Below the shelves are three pull-out drawers. The top drawer contains boxes of cereal and bags of snacks. The middle drawer contains boxes of cereal and bags of snacks. The bottom drawer contains a box of cereal, a bag of snacks, and a container of instant noodle soup. The pantry is located next to a stainless steel Bosch oven. The floor is made of dark wood.

**“A WELL-PLANNED  
SPACE IS MORE THAN  
JUST ORGANIZED; IT’S AN  
EXTENSION OF YOUR  
LIFESTYLE AND VALUES.”**

# 5 CHAPTER 5

## STAGING & ORGANIZING

### Introduction: The Power of Staging

Staging is the step where you thoughtfully place items into their designated spots to visualize the space's potential. This process sets the foundation for containerizing and labeling while ensuring every item feels naturally at home.

#### Step 1: Place Items with Purpose

- Use your space plan to guide placement.
- Group items by function or frequency of use.
- Keep high-use items accessible and infrequent-use items stored further away.

#### Step 2: Assess the Flow

- Step back and observe the arrangement. Does it look balanced and functional?
- Test the placement by mimicking real-life tasks (e.g., setting the table, accessing daily toiletries).

#### Step 3: Identify Storage Needs

- Note areas that feel cluttered or incomplete.
- Make a list of bins, containers, or organizational tools needed to streamline the space.

#### Step 4: Shop for Bins and Labels

- Purchase or repurpose bins and labels based on your staging observations.
- Look for storage solutions that complement the space aesthetically and functionally.
- Don't forget to measure!

#### Step 5: Implement Adjustments Immediately

- Once bins and labels are added, refine the setup as needed.
- Ensure everything fits comfortably, and labels clearly identify the contents.



# WORKBOOK

START WITH PLACEMENT:

WHAT NEEDS TO BE ACCESSED MOST?

---

---

WHAT CAN BE OUT OF THE WAY?

---

---

WHAT ARE PREFERENCES?

---

---

STAGING NOTES:

---

---

---

---

---

---

ADJUSTMENTS LOG:

WHAT TWEAKS WERE MADE AFTER  
ADDING BINS AND LABELS?

---

---

ARE THERE ANY ITEMS STILL  
WITHOUT A PROPER HOME?

---

---

HOW DOES THE SPACE FEEL AFTER  
STAGING AND ADDING CONTAINERS?

---

---

DID ANY NEW CHALLENGES ARISE  
DURING DAILY USE?

---

---

A photograph of a closet interior. The top shelves hold stacks of white bowls with thin brown horizontal stripes. Below these, a grey semi-transparent banner contains white text. Under the banner, more shelves are visible, holding folded white and light blue linens, and two large woven baskets filled with folded linens, one in a peach color and one in white. The closet is flanked by white doors.

**“STAGING TRANSFORMS  
YOUR VISION INTO REALITY,  
CREATING A SPACE THAT  
REFLECTS YOUR STYLE AND  
SUPPORTS YOUR DAILY LIFE.”**

# CHAPTER 6

## CONTAINERIZING AND LABELING

### Introduction: The Final Touch

Containerizing and labeling are the finishing steps that transform a well-organized space into a polished, functional area. These steps not only improve aesthetics but also ensure long-term maintenance of your organized space.

### Step 1: Select the Right Containers

- Choose containers based on your space, items, and personal style:
- Clear Bins: Great for visibility and identifying contents but can look cluttered if too many items are in the bin.
- Baskets: Perfect for areas where aesthetics are important.
- Drawer Dividers: Ideal for smaller items like office supplies or utensils.
- Lazy Susans: Great for oils, sauces, corners of shelves and school supplies.
- Measure spaces before purchasing to ensure a perfect fit.

### Step 2: Add Labels for Clarity

- Use labels to clearly identify categories or contents:
- Pre-made labels for a uniform look.
- DIY options with a label maker or handwritten tags for personalization.
- Position labels where they're easily visible.
- Choose an easy to read font and size.

### Step 3: Contain

- Avoid overloading containers to maintain functionality.
- Test the setup by accessing items during everyday activities to ensure ease of use.

### Step 4: Live and Adjust

- Use the newly organized space for a few days to a week.
- Observe if labels are clear and containers are practical.
- Make adjustments to improve functionality or address overlooked items.



# WORKBOOK

## CONTAINER CHECKLIST:

---

---

---

---

---

---

---

---

---

---

### LABEL FORMAT:

TEXT ONLY ☐

COLOR-CODED ☐

ICONS OR IMAGES ☐

### EXAMPLES:

LABEL 1: "SNACKS" FOR PANTRY BIN.

LABEL 2: "RECEIPTS" FOR OFFICE FILE FOLDER.

## MEASUREMENTS:

---

---

---

---

---

---

---

---

## ARE CONTAINERS EASY TO OPEN/CLOSE?

---

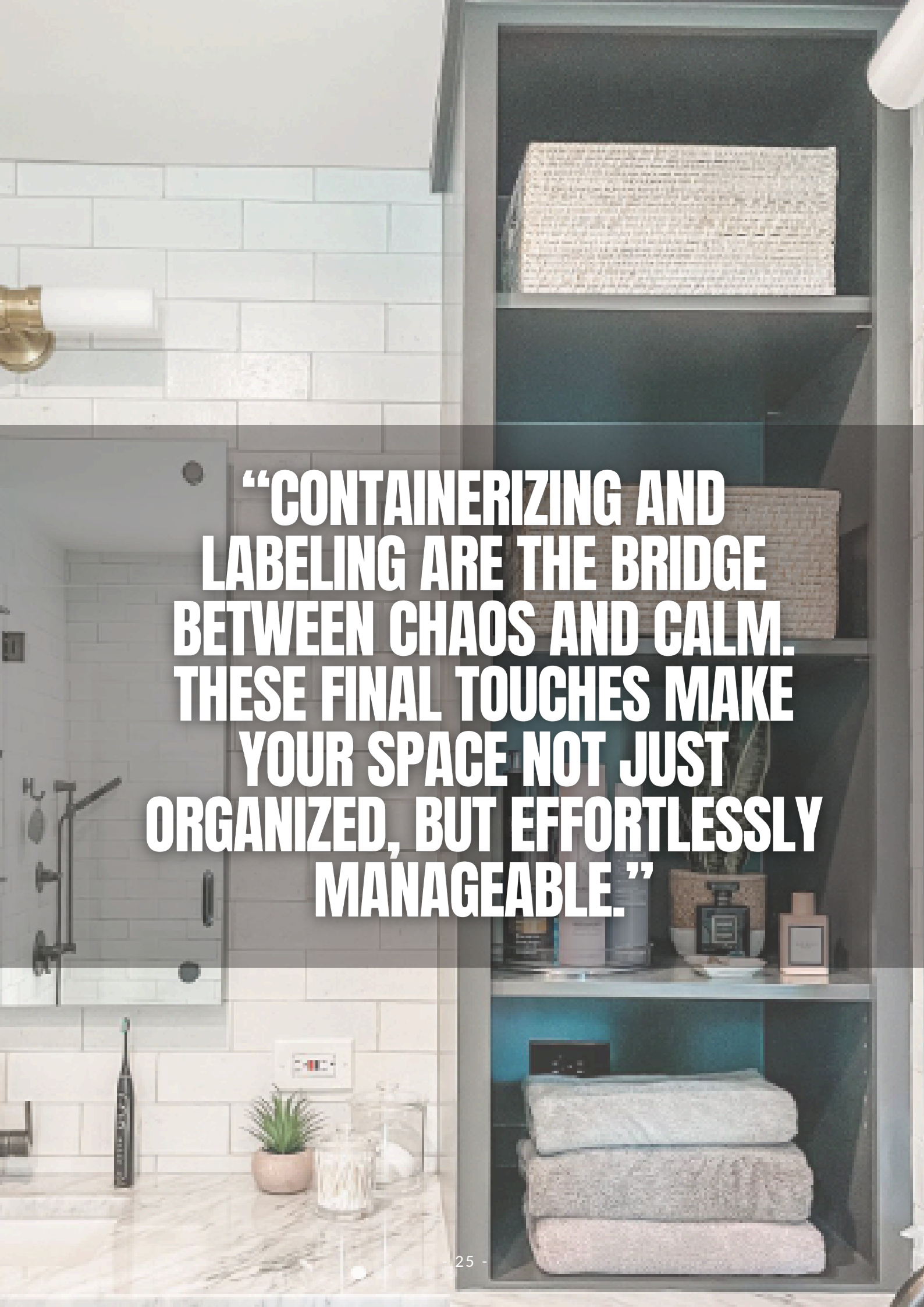
## DO LABELS CLEARLY DESCRIBE CONTENTS?

---

## FAVORITE PART OF THE FINISHED SPACE?

---

## TAKE AN AFTER PHOTO: HOW'S THE TRANSFORMATION?



**“CONTAINERIZING AND LABELING ARE THE BRIDGE BETWEEN CHAOS AND CALM. THESE FINAL TOUCHES MAKE YOUR SPACE NOT JUST ORGANIZED, BUT EFFORTLESSLY MANAGEABLE.”**

# CONCLUSION

## A HOME THAT WORKS FOR YOU

Congratulations on taking the first steps toward creating a home that's not just organized, but truly reflects your lifestyle and values. By following this method, you've cleared the chaos, prioritized what matters, and built systems that support your daily life.

Remember, organization isn't a one-time task—it's a practice. As your life evolves, so will your needs. Revisit these steps whenever necessary, and don't hesitate to tweak and adjust as you go.

Your home should be a place of peace, productivity, and joy. With these tools, you're empowered to maintain it effortlessly and inspire others along the way. Thank you for letting this guide be part of your journey. Here's to a life that's as beautifully organized as you've imagined.

