

EASE INTO ORGANIZING FOR KIDS, TWEENS, AND TEENS.

Getting started is the hardest part. This plan is a pain-free way to begin organizing your room. Each week just select any two items that appeal to you. Some are easier than others. You decide your own level. Go through the list again later if you wish.

It's fun to do! Make copies for your friends and do the six weeks together. Check in on each other's success. Choose the ones that meet your need. Some may be too simple for your level, but on others you may want the help of a parent or a friend. Move forward on whatever choices you like.

Once you get in the swing of upgrading, keep going by decorating your room so you will be proud of it. Invite friends in. Then you will really want to keep it in good condition.

WEEK ONE

- Make bed daily for one week.
- Look around your room. Spot one messy problem and fix it.
- Make sure your floor is clear every night for a week.
- Organize one drawer, discard excess.
- Donate or trash something unused -- clothing, toy, game, makeup, etc.
- Write a simple motto for keeping the room clean on a card and post it. Like, "If it's to be, it's up to me," or "I'm too good to live junky."
- Rearrange the furniture.
- Look for needed furniture in second hand stores, freecycle.org or the like.

WEEK TWO

- Get rid of old personal care bathroom products (soap slivers, shampoo)
- Improve the bathroom by buying a helpful product such as a jar for cotton balls or Q-Tips™, a plastic basket to round up small items.
- Clean your room perfectly. Take and post a picture to remind you of how good it can look. Maybe make the picture your screen saver.
- Get rid of a magazines, books, or papers that are no longer useful.
- Donate books, CDs and/or videos to the library or a friend.
- Clean the floor of your closet.
- Freshen your bulletin board by clearing it. Discard or store removed mementoes.

WEEK THREE

- Write a habit you want to develop and post it, like "Stow as you go!"
- Find a magazine picture that you would like to have your room resemble.
- Talk to your parents about how you would like to improve your room.
- Donate a bag of unused clothing to a charity.
- Fix a study area you will like to use.
- Hang a shoe organizer on the back of the door or use a multi-tier floor rack.

WEEK FOUR

- Group clothes together in the closet, all tops together, all pants together, etc.
- Upgrade the look of the room by redecorating.
- Google an interesting article on organizing. Try keywords, teen room organizing.
- Buy plastic containers to hold bulky items on the closet shelf.
- Ask parents, siblings, or friends for their input on upgrading your room.
- Put a laundry hamper in your closet. Or in your room, use a chest that can double as a seat as well as a hamper.

WEEK FIVE

- Group colored clothes together in the closet or drawer. All greens, all purples, etc. together so they will be easy to locate.
- Hang, fold, or put your clothes in the hamper immediately for a week. No clothes lying around. Best habit you'll ever develop.
- Get shelves for your books and organize them into groups of books that are alike. Keep only clothes for the season in the closet.
- Store items under the bed in bins on wheels or in space saving bags that squeezes heavy clothes, stuffed animals, bedding, etc. into a small space.
- Wander through a store that sells organizers of various kinds to get ideas.
- Finish or put away any unfinished projects that may be lying around.

WEEK SIX

- Group snapshots into an album or special snapshot containers.
- Skip a TV program or computer time for an hour to organize more.

- Talk to your organized friends about how they keep their rooms nice.
- Look at your room one area at a time going clockwise by using an empty toilet paper roll (or encircled paper) as a telescope.
- Throw out all pens and markers that don't work.
- Organize any hobby or collection you have in a suitable container.

For a comprehensive program, read *Smart Organizing* by Sandra Felton.

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