

# Seven-Step Plan to Simplify Your Home



**STEP ONE: Identify the kind of *feel* you want in your home.** *It's great to collect images from magazines or on Pinterest, but what adjectives would you use to describe what you're working toward? Clean, bright, minimal, open, colorful, cozy?*

**STEP TWO: List your current projects for the month—and review it weekly.** *You can write these on a separate sheet of paper and put it in a place where you can review it weekly—or you can record your current projects here and use THIS paper as your weekly review material for the month.*

*Current projects can include areas of focus for yourself (preparing for a half-marathon), things you're doing for your family (planning a birthday party, getting the windshield fixed), or projects you're doing for work/volunteer activities (completing a PowerPoint presentation, marketing the school fundraiser). Try to keep your list to 10.*

1. Simplify the House.

2.

3.

4.

5.

6.

7.

8.

9.

10.

**STEP THREE: List the areas of the home that need to be organized, and then write a number by each one to indicate the order in which you'd like to work on them. Add these to your calendar.** *It's helpful to break this list down into very specific components: master bedroom, master bathroom, and master closet can all be separate. Include each restroom, storage area, and main living area of the house. Sometimes it's best to start with the children's rooms so they will have a clean and beautiful place to play while you're working on other areas of the home.*

**STEP FOUR: Review the simplification instructions within the post (Seven Steps to Simplifying Your Home), and identify how you can best involve each of your children.** *Perhaps you could list each child's name and two or three things he or she can do well (sorting, organizing small spaces independently, carrying items to other locations within the home, wiping down areas with a damp cloth, etc.). Even one-year-olds can be helpful!*

**STEP FIVE:** Keep this sheet of paper with you while you're organizing, and once you've finished simplifying each area of your home, list anything that still needs to be done. *This includes purchases you need to make for that area, things you need to fix, etc.*

**STEP SIX: Using the list from step five, make sure you've identified the "Next Action" associated with each task—and list those tasks below within the appropriate context.**

*For example, if you wrote, "Replace toilet in downstairs restroom," your "Next Action" may be to search online for a good plumber in your area. That would go on the "Computer" list.*

AT HOME

COMPUTER

ERRANDS

DISCUSSIONS

PHONE CALLS

OTHER

**STEP SEVEN: Identify routines that will help keep each room simplified and organized.**

*This is a list you'll want to be sure to share with your family at a special family meeting. List the room/area of the home on the left, and a few things that can help keep that room looking nice on the right. These will become habits for each of your family members. You may want to temporarily post the routines for each specific room. Enjoy your beautiful home!*