

Home Organization Systems — Workbook

This workbook turns the course into action in your own home. Each section maps to one module and mixes assessments, decision worksheets, and checklists you can run room by room. Work through it with the editable templates at the end, and by the last page you will have decluttered your highest-friction spaces and installed habits that keep the whole house organized.

The Foundations of an Organized Home

Diagnose why clutter accumulates in your home and set measurable, friction-ranked organizing targets.

Exercise: Find Your Clutter Triggers

Walk through your home and observe honestly where and why clutter forms. Answer each prompt in a few sentences. Your top two triggers tell you which structural fix will give you the biggest return.

- Which two surfaces in your home become clutter dumping grounds most often, and what kinds of items land there?

- Of the four clutter triggers (retail or sale buying, guilt and sunk-cost keeping, the hypothetical future self, and no drop zone near the door), which two affect you most?

- Name three categories where you suspect you own duplicates because items are not stored like-with-like.

- When you set something down instead of putting it away, what is the most common reason: no home, too many steps, or a postponed decision?

Worksheet: Room Friction Audit

Score every room in your home on daily friction from 1 to 5, where 5 means it frustrates you multiple times a day. Photograph the worst surfaces, then rank rooms so you tackle the highest-friction space first. Fill one row per room.

Room name

Daily friction score (1-5)

Three worst surfaces (photographed yes/no)

Estimated fullness (about 70% / overflowing)

Priority rank (1 = do first)

One measurable target for this room

- If it is sentimental excess, which few will you keep and what will you photograph and release?
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- Final decision: keep, donate, sell, or trash?
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Checklist: Declutter Session Readiness

- Gathered the full category into one physical pile before deciding
- Set up labeled bags or boxes for donate, sell, trash, and relocate
- Booked the donation drop-off or pickup in advance
- Committed to touching each item only once
- Took before and after photos of the category

Designing Functional Storage Systems

Design activity-based zones, buy containers only after decluttering, and label so the system maintains itself.

Exercise: Map Your Zones

Choose one room and design its storage around activities, not around existing furniture. List the activities first, then assign each a physical zone and the items it needs.

- Which room are you zoning, and what activities genuinely happen there?
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- For each activity, where is the ideal point-of-use zone (closest to where the activity happens)?
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- Which daily-use items belong in the golden zone (hip to eye height) of each area?
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- Which rarely-used items can be demoted to high or low storage to free up prime space?
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Worksheet: Container Shopping Plan

Complete this AFTER decluttering each space and AFTER measuring it. Record interior dimensions, not published shelf sizes, so you do not buy bins that are slightly too big. Fill one row per zone or shelf.
Zone or shelf

Interior depth x width x height (measured)

Container type needed (clear / opaque / divider / riser / turntable)

Quantity

Standard line to match (e.g. Elfa, SKUBB, uniform shoebox bins)

Budget vs improvise (spend on visible zones, improvise hidden ones)

Estimated cost

Checklist: Storage and Labeling Standards

- Decluttered the category before buying any containers
- Measured interior dimensions of every shelf and drawer before shopping
- Standardized on one or two container lines per space
- Added vertical storage: shelves, hooks, risers, or over-door organizers
- Labeled bins at the point of return with consistent wording and style

- [] Labeled the shelf as well as the bin so empty bins return to the right spot
- [] Confirmed a guest could put items away correctly using the labels alone

Room-by-Room Systems and Lasting Habits

Systematize the highest-friction rooms, tame paper, and lock everything in with maintenance routines and a command center.

Worksheet: High-Friction Room Build Plan

Plan concrete systems for the kitchen, closet, and entryway. Fill one row per room with the specific changes you will make.

Room (kitchen / closet / entryway)

Zones to create

Key technique to apply (decant pantry / slim hangers + file-fold + reverse-hanger / drop zone)

Containers or hardware needed

Daily home for each high-traffic item (keys, mail, shoes, bags)

Target completion date

Exercise: Set Up Your Paper Flow

Design the four-action paper system so paper is processed the day it arrives instead of forming a pile. Answer each prompt to define your flow.

- Where will your visible action tray live, and who checks it weekly?

- Which broad file categories will you use (e.g. Financial, Medical, Home and Auto, Taxes, Insurance, Warranties)?

- Which statements and bills will you switch to paperless this week?

- What is your point-of-entry routine for recycling and shredding mail on the spot?

Worksheet: Maintenance Routine Designer

Define your daily, weekly, and seasonal resets and anchor each to an existing habit (habit stacking). Fill one row per routine.

Routine (daily reset / weekly reset / seasonal sweep)

Time budget (e.g. 10-15 min / 30-45 min)

Tasks included

Existing habit it is stacked onto

Who participates

Trigger time or cue

Checklist: Lock-In and Command Center

- Scheduled a daily 10-15 minute reset, ideally before bed
- Scheduled a weekly 30-45 minute reset for laundry, fridge, and the paper tray
- Adopted one-in-one-out for every category going forward
- Placed a permanent donation box in a closet for continuous editing
- Built a command center with calendar, meal plan, action tray, key rack, and charging station
- Set a recurring family tidy so the load is shared, not carried by one person

Your Action Plan

1. Run the Room Friction Audit, photograph problem surfaces, and rank your rooms by daily friction.
2. Set one measurable target per priority room and block 90-minute decluttering sessions in your calendar.
3. Declutter by category in Kondo's order (clothing, books, papers, miscellaneous, sentimental), gathering each full category into one pile first.
4. Book donation drop-offs or pickups before you start so exit boxes leave the house immediately.
5. Map activity-based zones for your highest-friction room and place daily items in the golden zone.
6. Measure each shelf and drawer, then buy containers only for what you decided to keep.
7. Label every bin and shelf at the point of return with consistent, guest-readable labels.
8. Build systems for the kitchen, closet, and entryway, including a true drop zone at the door.
9. Install the four-action paper flow and switch your main bills and statements to paperless.
10. Schedule daily and weekly resets, adopt one-in-one-out, and set up a household command center.

