



---

## BUILD YOUR ORGANIZING TOOLKIT

Building your Organizing Toolkit is a great way to set yourself up for success. There are many items that you will want to have on hand for any given organizing session. These can stay in one permanent Organizing Toolkit.

If the items you need for your toolkit are also items you use frequently in your home, I recommend that you purchase a second set to live in your Organizing Toolkit so that the tools you need are always there ready for you.

You may want to leave disposable items such as trash and recycling bags in with your home stash, and pull out what you need at the start of each organizing session.

The most important thing is to build an Organizing Toolkit that allows you to spend more time focused on organizing, and less time leaving your project to hunt for tools as you go.

### STEPS FOR BUILDING YOUR ORGANIZING TOOLKIT

- 1–Review the Potential Toolkit Item list below and choose the items you want to keep in your kit
- 2–Collect or purchase the tools for your Organizing Toolkit
- 3–Choose or purchase a box or container to act as your Organizing Toolkit
- 4–Label your Organizing Toolkit on all 4 sides
- 5–Determine the permanent “home” for your Organizing Toolkit
- 6–Place your Organizing Toolkit in its home

## POTENTIAL TOOLKIT ITEMS

### OFFICE SUPPLIES

- Pen
- Pencil
- Post-Its (1" and 3")
- Rubber bands
- Scotch tape
- Sharpies (ultra-fine and fine point)

### TOOLS

- Battery tester
- Box cutter
- Cable ties (Velcro or zip ties)
- Hammer
- Painter's tape
- Picture hangers or nails
- Screwdriver
- Tape measure
- Headlamp

### LABELING

- Label maker
- Label remover or tweezers
- Label tape
- Scissors

### BAGS

- Donation bag
- Recycling bags
- Shred bag
- Trash bags
- Ziploc bags (assorted sizes)

### BOXES

- Sorting boxes
- Transport boxes
- Boxes to create structure for your trash/donation bags

### SELF-CARE

- Snacks
- Timer or phone for breaks
- Water