Evacuate your clutter, here's the plan.

STEP 1
TAKE INVENTORY

When getting ready to organize a space, you will first want to take account of what's there and sort the items in that area. Group together items in a particular area by the way you would use them. For example, if looking at your closet, pull together all your clothing by type (put together casual t-shirts vs. dressy blouses), then arrange by length of item (i.e. sleeve length), then finally by color.

STEP 2
DECIDE WHAT"S STAYING

...and what's going: Once you've sorted out your items, you are better poised to make decisions on what to keep and what to let go. Ask yourself questions like "When did I wear this last?" or "Does this fit?". If it's made it through more than one season of it's wearing without being worn or it's no longer your size/taste/color/fabric/you(!)

it's time for it to go!

STEP 4
GIVE ITEMS GOOD HOMES

Once you've sorted an area, be sure you are assigning good homes to the items that you are keeping by positioning them where you use those things. For example, move outerwear to an area closer to your home's entry/exit.

STEP 3
SUPPORT SYSTEM

After you have determined location, be sure to measure and count in order to buy any products needed to support those new homes (i.e. shelves, hooks, bins, baskets)

STEP 5
EVALUATE

The cause of clutter can very simply be tied to broken systems. You may have changed jobs, moved homes or introduced a new family member. Any changes like this mean your system should be reevaluated. Be sure that your system is working and that an area can be equalized (put back to order) quickly. If not, reevaluate and adjust.

DITCH THE CLUTTER