



find things
PROFESSIONAL ORGANISING
& HOME SUPPORT

Key Process for Organising Sessions

- Work side by side to declutter items, assisting with the decision-making process.
- Organise contents, sorting items by category & for how items are used.
- Define use of the space/room for how the area & items are used, ensuring the best flow for activities undertaken.
- Set up functional storage systems & determine appropriate storage solutions for each space/room.
- Put everything away in appropriately designated spaces.
- Label all shelves & containers for easy identification as required.
- Help facilitate the donation of decluttered items.
- Research & purchase storage containers, if/as required.