

# GODO!

GET ORGANIZED

WITH

DULY ORGANIZED

HOME ORGANIZATION MAINTENANCE  
PLAN



## CONGRATULATIONS!

For successfully organizing your home! Maintaining a clutter-free and organized living space is essential for a peaceful and efficient daily life. To help you sustain the progress we've made together, here's a maintenance plan tailored to your specific needs and habits:

### Daily Routines

**Morning Routine:** Start your day by making your bed and quickly tidying up your living areas. Return items to their designated places.

**Evening Routine:** Before going to bed, take a few minutes to do a quick walkthrough, putting away items that may have been left out during the day.

### Weekly Maintenance

**Declutter:** Designate a specific time each week to review and declutter a specific area, such as a closet, a drawer, or a shelf.

**Laundry:** Stay on top of laundry to avoid overflowing hampers. Make it a habit to do a load when needed, and ensure that your clothing has its designated space.

**Grocery Shopping:** Plan your meals and make a shopping list to avoid accumulating excess food that can clutter your pantry and fridge.



## Monthly Check-In

**A.C.E:** Once a month, determine if you need to ACE (Assess/ Change/ Evaluate) the system and your habits. Ensure that everything is still has a designated place, if not take an opportunity to make changes. If everything does have a place and it's your habits that are the problem make the effort to adjust accordingly.

**Donation/Sell Box:** Keep a designated box for items you no longer need. When it's full, take it to a donation center or sell items online.



## Seasonal Organization

**Seasonal Switch:** As the seasons change, go through your wardrobe and home decor to swap out items that are no longer in use.

**Deep Cleaning:** At least once a season, perform a deep cleaning of your home. This includes cleaning out the fridge, washing windows, and tackling any overlooked areas.





## Technology Assistance

Utilize organizing apps and tools to keep track of tasks and schedules.

## Personalize Your Plan

This maintenance plan is a starting point. Customize it to fit your lifestyle and preferences.

Remember, maintaining an organized home is an ongoing process, and it's perfectly normal for small amounts of clutter to accumulate. The key is to address it promptly and continue practicing your organization habits. Don't hesitate to contact me if you need further assistance or have questions.

By following this maintenance plan, you can enjoy the benefits of your organized home for years to come. Best Wishes, and enjoy your clutter-free life!



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