

# GET READY TO CREATE



SORT



PURGE



ASSESS



CONTAIN



EVALUATE



## COURSE INTRODUCTION



# Conquer Your Kitchen

## WELCOME & COURSE INTRODUCTION

### TODAY'S GOALS:

- GET FAMILIAR WITH COURSE OFFERINGS & STRUCTURE
- LOGISTICALLY PREPARE FOR THE NEXT 5 WEEKS
- MENTALLY PREPARE FOR THE NEXT 5 WEEKS

### TODAY'S TASKS:

- READ WELCOME EMAIL
- MARK EMAILS TO COME TO YOUR INBOX
- JOIN THE FACEBOOK GROUP
- FOLLOW THE PINTEREST BOARD
- SCHEDULE YOUR KITCHEN WORK HOURS FOR THE NEXT 5 WEEKS
- MAKE A KITCHEN BINDER
- PRINT AND ADD TO BINDER:
  - ~ WELCOME EMAIL
  - ~ COURSE INTRODUCTION PACKET
  - ~ SORTING SIGNS
- READ "GET READY TO CREATE SPACE" WORKSHEET
- FILL OUT KITCHEN ASSESSMENT FORM
- DECIDE ON SORTING ZONES
- READ RECOMMENDED POSTS
- REST UP! WE START TOMORROW!



BE SURE YOU  
HAVE THESE  
TASKS COMPLETED  
BEFORE YOU START  
LESSON 1!

# GET READY TO CREATE *space*



- ZONE 1: CABINETS & DRAWERS
- ZONE 2: COUNTERTOPS & SURFACES
- ZONE 3: PANTRY & FOOD STORAGE
- ZONE 4: FRIDGE & FREEZER
- ZONE 5: MEAL PLANNING & PREP

## S-P-A-C-E

DURING THE COURSE OF THE NEXT 5 WEEKS, WE ARE GOING TO DE-CLUTTER AND IMPROVE FUNCTION IN EVERY AREA OF YOUR KITCHEN. WHEN DONE, WE WILL HAVE CREATED MORE SPACE FOR YOU AND YOUR FAMILY:

PHYSICAL SPACE ~ MENTAL SPACE ~  
SPACE IN YOUR DAILY ROUTINE!

TO FOCUS YOUR EFFORTS, I WILL BE REFERRING TO THE S-P-A-C-E ACCRONYM OUTLINED BELOW. GET FAMILIAR WITH IT TODAY AND USE THIS SHEET ALL COURSE LONG!



### **SORT**

Identify place for sorting zones

Print out sorting signs and place in zones

Setup work table/surface, if necessary

Empty target area completely

Dust, wipe, clean target area

Sort every single item into like categories



### **PURGE**

Sort every single item into the following piles:

KEEP IN KITCHEN  
KEEP SOMEWHERE ELSE  
TRASH  
DONATE  
SELL

Put away items that don't belong in the kitchen

Throw away items for the trash

Put "DONATE" items in the car to take to donation center



### **ASSESS**

What was previously working?

What was previously not working?

Which items should be stored together?

Where do items function best?

Where do items fit best?

Where do you commonly use items?

Are necessary items missing?

What kind of storage devices, systems, containers do you need?



### **CONTAIN**

Shop the house and/or buy necessary containers/systems

Identify locations for (groups of) items

Corral smaller items into bins/baskets

Put items away

Label items, as necessary

Ensure each and every item has a good-fitting, easily-accessible home



### **EVALUATE**

Review progress

Ensure solutions work and can be maintained

Notify household members of new systems/solutions

1 week later - check in, evaluate, and troubleshoot

1 month later - check in, evaluate, and troubleshoot

# KITCHEN *assessment*

WHAT ARE THE BIGGEST PROBLEMS IN YOUR KITCHEN RIGHT NOW?

1 \_\_\_\_\_  
\_\_\_\_\_

2 \_\_\_\_\_  
\_\_\_\_\_

3 \_\_\_\_\_  
\_\_\_\_\_

4 \_\_\_\_\_  
\_\_\_\_\_

LIST 5 WORDS THAT DESCRIBE YOUR  
KITCHEN RIGHT NOW.

LIST 5 WORDS THAT YOU WISH  
DESCRIBED YOUR KITCHEN.

1 _____	1 _____
2 _____	2 _____
3 _____	3 _____
4 _____	4 _____
5 _____	5 _____

WHAT ARE YOUR GOALS FOR YOUR KITCHEN? WHAT DO YOU WANT TO ACCOMPLISH?

1 \_\_\_\_\_  
\_\_\_\_\_

2 \_\_\_\_\_  
\_\_\_\_\_

3 \_\_\_\_\_  
\_\_\_\_\_

4 \_\_\_\_\_  
\_\_\_\_\_

# the ultimate CLEAN OUT WORKSHEET

*start here*

- Do you love it?
- Do you use it?
- Do you happily display it in your home?
- Is it a precious family item, antique, heirloom?
- Is it in good and/or working condition?
- Do you have space for it?
- Do you have a good reason to store it for future use?

YES!

keep

IS IT  
IN THE  
RIGHT  
SPOT?

NO!

toss

PUT  
IT  
AWAY!

sell

- Gently worn/used items
- Items that are complete, undamaged, and still useful
- Small appliances
- Books & movies
- Tchotchkes
- Home decor items (lamps, rugs)
- Kid/baby toys and items
- All items listed below

## best sold online

- Complete sets of items (dishes)
- Furniture & large home decor items
- Like-new clothing
- Jewelry
- Collections
- Electronics
- Valuables
- Anything you want decent money for

## places to sell online

Craigslist  
Ebay  
Local Buy/Sell/Trade Pages  
Online Yardsale pages

donate

- Kitchen & dining items
- Furniture
- Gently-used clothing & jewelry
- Electronics
- Items that are complete, undamaged, and still useful
- Books & movies
- Tchotchkes
- Home decor items (lamps, rugs)
- Anything not sold in garage sales

## thrift stores

Goodwill  
Salvation Army  
Habitat for Humanity Re-Stores  
Local organizations

## other donation spots

Scout troops  
Schools  
Libraries  
Churches  
Shelters  
Non-profit organizations  
Friends/neighbors/family

trash

- Any items that are broken, damaged or incomplete
- Any items that have an odor (pet, smoke, mold)
- Any items that are very worn/used
- Any items that are soiled/stained
- Any items that have been recalled
- Any items passed an expiration date
- Any items that can't be packed (if moving)

## be responsible!

SOME ITEMS  
CAN'T BE PUT IN THE TRASH!

Paint | Batteries | Light Bulbs  
Electronics | Cleaning Fluids  
Medicines | Lawn & Garden Chemicals  
Tires | Appliances

PLACES TO TRASH  
HAZARDOUS MATERIALS:

Home Depot | Lowes | Local Dumps

**SELL  
GARAGE SALE**

**SELL  
ONLINE**

**KEEP  
IN KITCHEN**

**PUT  
AWAY**

**D O N A T E**

**T R A S H**