

The Excelerated Organization™ Quickstart Checklist

✓ Start Small

Pick one small area (drawer, shelf, countertop) to organize today.

✓ Decide Ruthlessly

Ask: Do I use it? Do I love it? Do I truly need it?
Keep what serves you — let the rest go.

✓ Create a Home for Everything

Designate a specific place for every item.

✓ Use Simple Containers & Labels

Group like items together; make them easy to find.

✓ Establish Daily Reset Routines

Take 5-10 minutes at the end of the day to reset your space.

✓ Schedule Weekly Reviews

Set a recurring time to tidy and reassess.

✓ Practice “One In, One Out”

When something new enters your space, release one thing.

✓ Focus on “Well-Enough Organized”

Perfection isn't the goal — function and peace are.

✓ Simplify First, Organize Second

Declutter before you attempt to organize.

✓ Celebrate Small Wins

Every small organizing success builds confidence and momentum.