

# Organise your home system

## Instructions

- Every week you'll get a short checklist like the one below and then each point explained in more detail below that.
- You don't have to work through the tasks in my order but do try and complete all of them before I send you the next week's email.
- That said, if you *don't complete*, don't panic. Mark off the ones you have completed and either carry on with your current week's work or start afresh with the new week's tasks.
- Some tasks are easier than others but I've tried to mix them up so you don't end up with 4 really time-consuming and difficult tasks in one week.
- Have fun!

## Week 2 - checklist

- Empty the kitchen junk drawer
- Organise your freezer
- Organise all the mugs and glasses in the kitchen
- Organise your cleaning supplies.

## Kitchen – part 1

We're going to tackle the kitchen over **three weeks** so don't get sidetracked; focus on the task at hand and do your best.

### 1. Get rid of the junk drawer & transform it to a miscellaneous drawer

Empty the entire drawer and start by decluttering.

Throw away all the condiment packets from your favourite fast-food outlets, plastic forks, old pens, batteries that don't work, etc. I'm just giving you some of the more common examples, but you know exactly what's in your junk drawer - old keys, double-sided tape that doesn't even stick anymore, two can openers, both of which don't work, stuff you never use, and so on.

Use an old cutlery tray, drawer dividers or the bottoms of cereal boxes to organise this drawer and keep your odds and ends neat and tidy.

Doesn't a neat and tidy drawer make a difference in your life?!

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## 2. Organise your freezer

It's so easy to keep buying more and more food and just packing it into your home. Do you actually know what's at the back of your freezer?

Check what needs to be thrown away – expired foodstuff, anything stuck at the back for the last 3 years, food you no longer recognize, etc.

Now defrost (if you have an old fridge like I do that doesn't automatically do this), and clean.

Write a list of what you pack back into the freezer. Keep this list on the side of your fridge and mark off as you use the food.

Set your oven timer for 15 minutes and just do it. You might have to reset it for a further one or two sessions to get it all done.

## 3. Organise all the mugs and glasses in the kitchen

Choose which cupboard you want to tackle first. Remove everything, wipe down and clean.

While the cupboard or shelf is drying, decide how many glasses/ mugs your cupboard can hold.

Donate the "less than lovely" ones to an orphanage or shelter. Don't think "I may need this someday". Rather say, "someone can use this today," and give it away. Be generous. Put these surplus items in a bag or box right now and move it near your front door so you can take them out of your house the very next time you run errands.

Throw the chipped or cracked mugs or glasses in the rubbish – no-one deserves to drink out of chipped crockery. Do you have any idea how many germs accumulate in those cracks?!

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Use only crockery that makes you feel **happy** and that you're **proud of**.

If you have a mug that is chipped but is of sentimental value to you, use it to hold pens and pencils or a plant.

## 4. Organise your cleaning supplies

This includes your washing powder, fabric softener and any other laundry supplies.

Throw away all the ugly sponges and cloths in your kitchen and bathroom, and use up all those near-empty bottles.

When my bottles of cleaning liquid are just about empty, I like to pour some water into the container, shake it up a bit and use that to skirt the shower tiles or under my toilet rim. No waste!

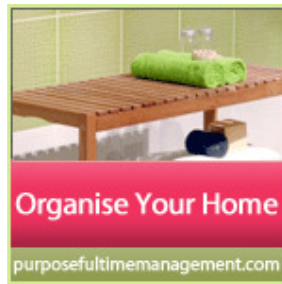
Aim to reduce the number of cleaning products you use. Try using a multi-purpose cleaner for almost everything. I use a multipurpose gel for cleaning showers, windows, floors, the car, etc.

If you try a new product and find that you don't enjoy using it, use it for **absolutely everything** over the next week or two just to finish it. Then don't ever buy it again 😊



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Ready to get the rest of the pack?



[One payment of \\$99](#)

Or

[Three payments of \\$37 each](#)