



Re-claim
space,
time, and
relationships

5 Questions to evaluate your Space

1. **What is the function, or functions, of the space?** Is it a bedroom for sleeping and relaxing? Is it a kitchen for food preparation and mail center? Is it an office space that doubles as a guest room?
2. **Do the items in the space relate to the function(s)?** Could unrelated items be re-located or packed up for storage somewhere else?
3. **Are there too many items in the space?** Are items spilling out or sitting on work surfaces? Are those amounts needed for the function(s) of the space ?
4. **Where are the items located within the space?** Are most-often used items close at hand? Are similar items kept together?
5. **What changes would make the space more efficient or pleasant?** Are effective storage units required?

With these 5 questions answered,
you will have a starting point for getting organized.

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