

Organize Right Now Organize Online

About This Sample Plan...

Below is a plan from a real client – identifying information has been removed as we always protect your confidentiality.

Remember:

No two projects are the same. Your project will be designed just for you!

You won't see all your projects at once time. That would be overwhelming. You will small assignments a bit at a time. In this PDF, we have grouped organizing assignments together so that you can get a general idea of a project. Your project will most likely vary a great deal from this one.

- Organize Right Now

Organize Online for

Client's Name

Primary Organizing Objective:

Turn a spare room into a multi-function space. The room needs to serve as a project space for relaxation, fun projects and to handle paperwork. The area need to offer a pleasant spot for meditation or reading. Various artistic supplies and paperwork must be stored in this room and it must be safe from the kitties. There is also a desire to display artwork and spiritual pieces.

Secondary Organizing Objective:

Make the attached closet more organized. Find a place for the excess items so that the closet isn't as cluttered. Add a way to store off-season sweaters. In addition, make better use of other storage areas in the apartment.

Organize Right Now Online Organizing

Your Professional Organizer
is _____

Contact your organizer:

Email _____

Phone _____

Contact the company
Organize Right Now
onlineclient@organizerightnow.com

www.organizerightnow.com

Organizing Project Week 1

Work with your organizer, by phone and email, to discuss your needs, what is in your room and storage now and work to set a goal and a plan for the space.

Your homework for this week is to:

- Measure the room – walls, windows, doors and closets.
- Make a list of furniture that you know you want to keep.
- If you are not sure if you want to keep a piece, that is okay. Note which pieces are optional for staying in that room. Your organizer will help you decide which pieces fit well and serve the right purpose for that space.
- Measure each piece of furniture.
- Email your room and furniture measurements to your organizer along with any questions.

Organizing Project Week 2

Discuss and review plan ideas that you received from your organizer. Prepare a list of questions about the use of space.

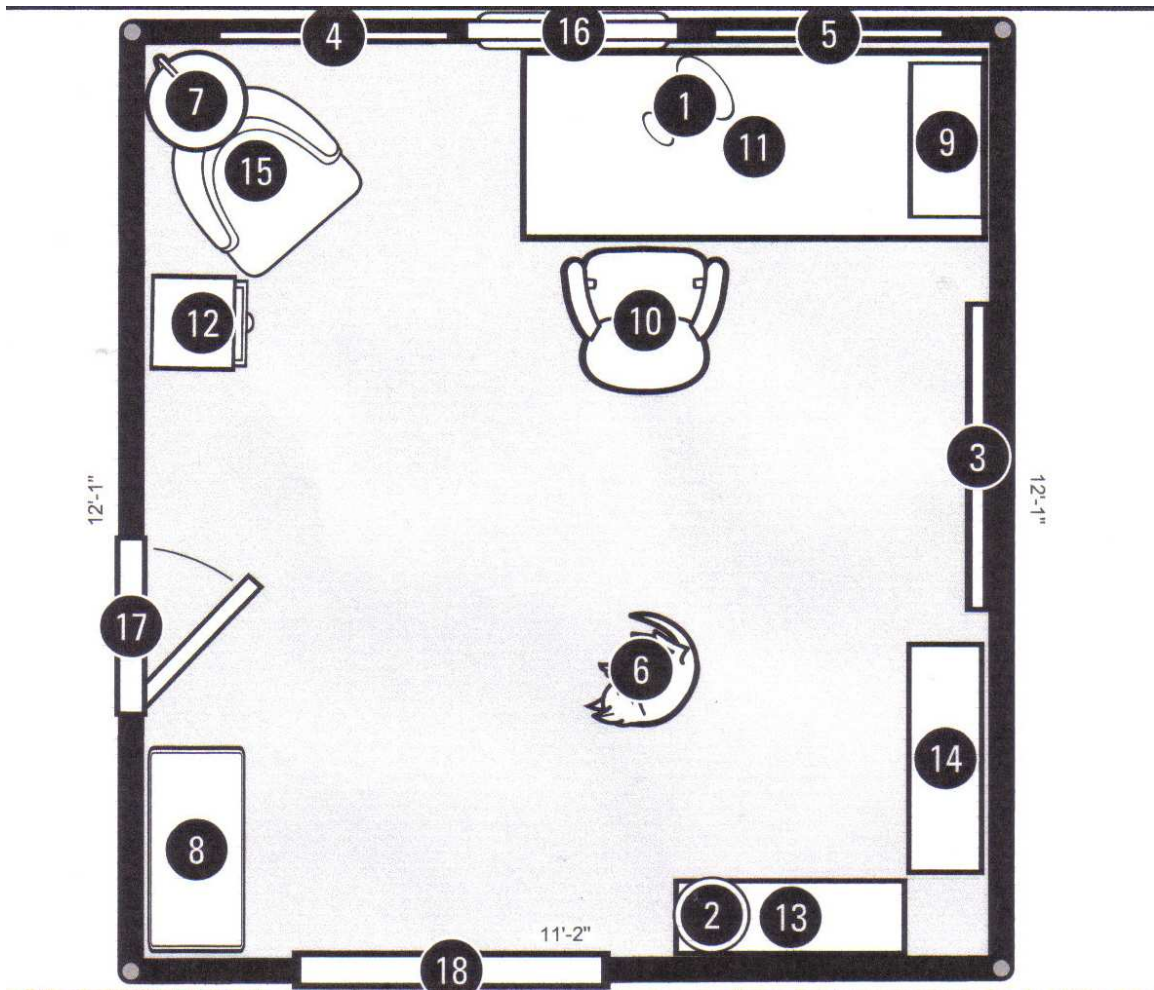
Review the room design on the following page. Description of space and plan instructions begins after the plan.

This is the Plan Key.

NON-STRUCTURAL		<i>dimensions (in)</i>		
		<i>L</i>	<i>D</i>	<i>H</i>
1	lamp desk arm	12.00	14.00	6.00
2	table lamp	12.00	12.00	28.00
3	wall shelf for spirital	48.00	4.00	44.00
4	favorite art work 2	36.00	2.00	43.00
5	favorite art work 1	36.00	2.00	43.00
6	cat, lying down 2	18.00	18.00	10.00
7	floor lamp	16.00	16.00	60.00
8	Ab and Core Machine	32.00	15.00	18.00
9	bookcase	24.00	12.00	36.00
10	home office chair	26.00	23.00	38.00
11	credenza	72.00	30.00	30.00
12	single file cabinet	15.00	16.00	24.00
13	bookcase	36.00	12.00	36.00
14	bookcase	36.00	12.00	36.00
15	wicker chair	25.00	26.00	36.00

STRUCTURAL		<i>dimensions (in)</i>		
		<i>L</i>	<i>D</i>	<i>H</i>
16	window	34.00	6.00	48.00
17	right swing door	28.00	23.00	78.00
18	entryway	49.00	6.00	78.00

Project Room



Description of Room Design

Enter room from living room area. Turn left.

First corner is your meditation corner.

Wicker chair painted and with a cushion, sits in the corner.

Next to the chair, is the 2-drawer file cabinet, to use as a side table to hold your current reading material or beverage.

Behind the chair, is a new lamp, to replace the one shorting out. It should be one that can be turned low for meditation or up high when working on a project.

A piece of art work hangs over the chair.

Across from the chair, on the wall (marked 3) are your shelves with meditation items.

Moving on to the desk area.

The desk is positioned in this way so that you can look out the window, to the left, which is the best view. Natural light will help you work at this surface. It also puts your side to the door so that your back is not directly at the door.

The work surface is 6-feet long, plenty of project space.

The desk lamp helps light the area.

Your 6-cubbie storage unit sits on top of the desk to provide extra material storage. The current flimsy canvas baskets are replaced with clear plastic containers, with lids that are more cat proof.

One piece of artwork hangs over the desk.

Moving to the corner with the storage area.

An additional lamp on top of this two-door storage unit will help light the room

Moving to the corner behind the door.

According to the measurements provided, the exercise equipment should fit here.

Organizing Project Week 3

Plan of Action- As mentioned in our one-on-one phone conversation, you need to work backwards. You need to begin at your point of storage, the porch storage room. Prepare that room to hold things you want to store. This will help you clear up your project room and closet.

- 1) Empty the paperwork from your hutch. Discard everything you can. File the rest in the lower drawer of your file cabinet.
- 2) Look at your book titles. Pull any that you don't want to save and place them in a bag to be donated.
- 3) Decide what you want to do with your current dining table and chairs taking up space in the project room. Do you want to donate it or sell it or have it made into a coffee table? Or, do you want to use it in that room until you are ready to purchase your new work surface? That may depend on finances and how quickly you are able to execute this entire project.

Organizing Project Week 4

- 1) Order Shelving to fit in storage room. The one I should you online is a shelving unit has 5-shelves. It is easily assembled without any tools. It is heavy duty plastic so won't rust in the outdoor humidity of the storage room. It will hold 125 pounds of goods, per shelf. It is 35-inches wide so it will easily fit in your 44-inch space. You can order this unit on Amazon.com and have it shipped directly to your home. Cost for shelving and shipping is \$64. Go to <http://www.amazon.com/PLANO-MOLDING-925-004-VENTILATED-SHELVING/dp/B000CSK37K>.
- 2) You said you could arrange to hire a college student helper to do your heavy lifting. Now is the time to get that lined up for the later part of next week when your shelf arrives.
- 3) Take a pad of paper to your closet. Make a list of items that you see that you no longer need. Stick to asking yourself if you love it, use it or need it. Next week, using the list, you and your helper can remove those items as I know some are heavy.

Organizing Project Week 5

Once your shelf has arrived and you have scheduled your helper, have your work day with your helper proceed as follows:

- Empty storage unit on to porch. Carry anything you wish to donate directly to the car to get it out of the way.
- Assemble shelves. Should take about 15 minutes. You just snap them together.
- Place shelves in storage room.
- Return items you wish to keep to storage closet and place on the new shelves.
- Now the remaining space is ready for use.
- Have the helper move the hutch (which you emptied prior to him arriving) into the dining area and position it as you want it.
- Have him move the table and chairs into the dining area. (If you need the existing dining table kept for awhile, have them move it into the project room. Have them place it in the corner by the window, just as the new work surface would go.)
- Have them empty the items kept in the cabinet under the TV. If they are to be donated, they can go to the car. Cooking related items you wish to keep can go in the hutch, now that it has been moved. (At a later time, the entire kitchen can be rearranged as needed but for now, put kitchen items in the hutch close to the kitchen (**Remember- Our goal is to focus and finish before beginning another room.**)
- Once the cabinet is empty and all items have been taken to the car or put in storage, place your books that you wish to keep in the cabinet below the TV.
- Donate the bookcase, unless you can think of another use for it. Have it put in your car.
- Move the chair and file cabinet, to be used as a side table to the chair, into position according to the plan.
- Your current 2-door cabinet can be placed where your larger cabinet will sit until you get that cabinet. Once you have the new big cabinet, use the small cabinet in your bathroom for towel and other storage.
- Your current 6-cubbie storage unit can be placed adjacent to the 2-door unit. Once you have a work surface, it will go up on the surface.
- Hang pictures, according to plan.
- Have helper unscrew the closet pole that you wish removed.
- Point out the items that you wish to go to outdoor storage and have them take them outside. Again, any donation items to car.

Organizing Project Week 6

You are ready to work on your closet this week. Your donation items have been removed. Your other items have been taken to outdoor storage. You can now add pull-out plastic drawers for sweater storage.

One good place to find plastic drawers is on-line at the Container Store. They have lots of choices but you might want to do some on-line price comparison. Here are their drawers:
<http://www.containerstore.com/browse/Product.jhtml?searchId=13265102&itemIndex=28&CATID=271&PRODID=73106>

Order your drawers. When they arrive, use them to sort and store your sweaters. Again, ask yourself if you love it, use it, need it. If it doesn't fit, is out-of-style or has another issue, let it go.

Organizing Project Week 7

Order or buy or have made a long table as a work surface. Here are some options:

- Ikea offers a good option for this. Information follows.
- Have a handyman make you a long surface and paint it. Wood is cut, sanded, painted and legs attached, or a door is used, as mentioned before. It is not difficult when done simply and simple suits your needs.
- An interior door from the home improvement store can also make a long table.

Decide on storage for project supplies and order or buy. Here are some options

- Consider using pre-built bookcases.
- Have a handyman build you some shelves. It might be worth pricing. Building simple straight shelves is not at all complicated for someone with tools and experience with wood. It might be the best option because you would get real wood, not fiberboard.
- An old wardrobe, with shelves added by a handyman, and painted to suit you
- Bookshelves with doors. Ikea offers a couple types of doors, including glass, which can be added to bookcases.

Arrange for your handyman/carpenter to work on the chosen surfaces.

Organizing Project Week 8

Here is a check list for working with your handyman based on our emails. You might think of other things to do – but remember to stick to finishing this project room before beginning another.

Jobs for handyman:

- Assembly or build work surface. Paint if needed. Place in room according to plan.
- Have handyman place 6-cubby shelf up on work surface, according to plan.
- Work on cabinet for supplies. This may mean assembling or building shelves, adding hinges and wheels. It may mean painting or changing something else you purchase for this space. Paint as needed. The room is already arranged for their installation. Place the items in place.
- Have handyman paint curio shelf. Add additional shelf if you wish and hang it according to plan.
- Have handyman paint your chair, since he is there with paint.
- Have handyman move the 2-door cabinet to your bathroom.

Organizing Project Week 9

Finishing touches

- Buy a cushion for your chair. Pier 1 is a good source for wicker chair cushions.
- Purchase a better floor lamp since you said your lamp is shorting out. Discard it for safety. Choose one that offers levels of lighting so that you can make it bright for projects or lower for meditation. It will sit behind your wicker chair so you may want it to have lamps that swivel so you can point it at the project as needed.
- Decide on a project chair. Do you wish to use a dining chair? Do you need to be more comfortable? Office Depot frequently has sales on “task chairs” or home office chairs for \$29.99 or \$39.99.
- Unpack your craft supplies and get ready to do projects.