



Closet Inventory & 10 Minute a Day Organizing

To organize your closet and dress your best, follow these easy steps. In just 10 minutes of organizing a day, you'll have everything at your fingertips to dress with ease and walk out the door with confidence!

1) Begin by Putting a Donation Bag in Your Closet (Preferably a paper bag with handles). As you do your Inventory, put excess items in a Donation Bag. No need to inventory what you don't like or use anymore.

2) Fill in the Following Closet Inventory Sheet. Put it on a clipboard and count EVERYTHING!

	# of Items	Action Step - List the Total Per Line	Your Comment & # Donated
1		How many hangars in your Closet(s)?	
2		How many pairs of shoes?	
3		How many folded items? (Sweaters, etc.)	
4		How many purses & bags do you own?	
		TOTAL # for the ABOVE SECTION	
5		How many blouses? Hang light to dark.	
6		How many skirts? Hang light to dark.	
7		How many slacks? Hang/fold light to dark.	
8		How many dresses? Hang short to long.	
		TOTAL # for the ABOVE SECTION	
9		How many coats? Scarves & mittens?	
10		How many belts?	
11		How many sleepwear items?	
12		How many underwear items?	
13		How many footwear? (Socks, nylons, etc.)	
14		How many sportswear/exercise items?	
		TOTAL # for the ABOVE SECTION	
		GRAND TOTAL in Your CLOSET(S)	

3) Organize 10 Minutes a Day. Go back through each category and donate at least 10%. That way you keep just what you wear. Every season a closet needs a good purge. Keep **your** best and donate the rest!

4) Smile & Snap a Picture! Every day this week, have someone take a picture of you head to toe. You'll have 5 good outfits to "Grab 'n Go" that work. Take pictures for each regular activity you do.

Now you'll have everything at your fingertips and can walk out the door with confidence!

Get more "Closet Organizing Like a Pro" tips at www.OrganizingPro.com/closet-organizing