

# GET ORGANIZED CHECKLIST

## *Junk Drawer*

### *Step One—Purge*

	Remove everything from the drawer
	Throw away damaged and unneeded items
	Wipe down inside of drawer

### *Step Two—Sort*

	Office Supplies (pens, paper clips, rubber bands, stamps, tape, white out)
	Personal Items (hair bands, bobby pins, nail clippers, nail file)
	Clothing Items (safety pins, sewing supplies, stain remover)
	Household items (batteries, screwdrivers, measuring tape, matches)

### *Step Three—Organize*

	Buy or make drawer organizers
	Fill compartments with saved items

### *Suggested Items*

Flashlight	Tape/Glue
Matches/Lighter	Binder Clips/Bag Clips
Screwdrivers	Kitchen Twine
Sharpie	Spare Keys
Pen/Pencil	Scissors/Box Cutter
Notepad/Post-Its	