# Drawer Organization Guide

This guide provides a structured approach to organizing drawers across the house for maximized space efficiency and ease of locating items.

### Step 1: Declutter

Remove all items from the drawer. Assess each item and decide whether to keep it, donate it, or throw it away.

### Step 2: Categorize

Group items that you've decided to keep into categories based on their type and function.

### Step 3: Clean

With all items removed, thoroughly clean the drawer, wiping down the interior surfaces to remove dust and debris.

### Step 4: Measure

Measure the drawer’s dimensions to determine the size of any organizational tools or drawer dividers that you may need.

### Step 5: Select Organizers

Choose appropriate drawer organizers or dividers based on the items’ categories and the drawer's dimensions.

### Step 6: Arrange Items

Strategically place items back into the drawer, utilizing the chosen organizers to maintain defined categories and ensure everything fits neatly and is easily accessible.

### Step 7: Label

If necessary, label each section or organizer to make it easier to find items and maintain order.

### Step 8: Maintain

Regularly review drawer contents, remove any clutter, and ensure items are returned to their designated spots to keep the drawer organized over time.

## General Notes

### Frequency

The frequency of drawer maintenance will depend on usage, but a seasonal review of contents can help keep the organization in check.

### Adaptability

Be prepared to adjust the organizational system as your needs or the types or amounts of stored items change.