# JULY *workbook*

## INTENTIONAL ORDER 2025

KMA ORGANIZING

Clear Your Space. Calm Your Mind.

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# Table of Contents

This month, we're focusing on creating peaceful, functional bedrooms and bathrooms. These are spaces where you begin and end your day- bringing order here can transform your routines and improve your well-being.



# Bedrooms

## Step 1: Access the Space

Before you start organizing, it's important to take a step back and evaluate your bedroom. Use the prompts below to reflect on one bedroom at a time.

### WHAT IS WORKING IN THIS BEDROOM?

### WHAT FRUSTRATES ME THE MOST?

### HOW DO I IDEALLY WANT THIS SPACE TO FUNCTION? (SLEEP ONLY, MULTI-PURPOSE?)

## WHICH AREAS TEND TO COLLECT THE MOST CLUTTER?

## DOES THIS SPACE FEEL RESTFUL AND SUPPORTIVE OF SLEEP?

## WHAT CAN YOU DO IN LESS THAN 5 MINUTES TO MAKE YOUR BEDROOM MORE PEACEFUL?

## DECIDE ON A TIME TO ORGANIZE YOUR BEDROOM FOR 5 MINUTES. SET A TIMER!

**ACTION STEP:** TAKE A BEFORE PHOTO OF YOUR SPACE SO YOU CAN SEE YOUR PROGRESS!

# Bedrooms

## Step 2 - Define Your Zones

While bedrooms are primarily designed for rest and sleep, they often serve multiple functions depending on the size of your home, your lifestyle, and your needs. Clarifying how you want your bedroom to function-whether as a space for relaxation, reading, work, or storage-will help you define zones and create a more organized and peaceful environment

## Common Bedroom Zones:

- Sleep Area: nightstands, lighting, and any sleep-related items (sound machine, books you're currently reading).
- Dressing Area: Dresser, wardrobe, mirror, laundry hamper, accessories.
- Potential Additional Zones:
  - Relaxation Area: A chair or chaise with a side table and lamp for reading, journaling, or meditation.
  - Workspace
  - Exercise Area
  - Hobby Area

# Step 3 - Bedroom Organizing Process

## 1. Start with One Zone

- Begin small to avoid feeling overwhelmed. Choose one area, such as your nightstand, dresser, or under-bed space.
- Focusing on one zone at a time allows you to make progress without turning the whole room upside down.

## 2. Remove All Items and Group by Category

- Take everything out of that zone and lay it out where you can see it (e.g., bed or floor).
- Group similar items together (books, skincare, accessories, electronics, décor).
- Seeing all the items in a category helps you recognize duplicates or unnecessary items.

## 3. Declutter Using the Keep / Donate / Toss Method

- Ask yourself: “Does this item support a restful and peaceful bedroom?”
- Keep only what you love, use regularly, or need in this space.
- Set aside items that belong elsewhere in your home.

## 4. Clean the Space

- Wipe down surfaces, vacuum drawers or under furniture, and refresh linens if needed.
- A clean foundation will make your newly organized zone feel even better.

## 5. Organize with Intention

- Return items thoughtfully:
  - Use trays or containers on nightstands to corral small items.
  - Fold and file clothing in drawers for easy access.
  - Limit what lives on top of dressers
- Add hooks, baskets, or drawer dividers if needed to support your systems.

# Things You Can (Usually) Let Go Of

- ✓ Worn-out or uncomfortable bedding
- ✓ Clothes you no longer wear
- ✓ Nightstand clutter
    - Receipts, old water bottles, expired medications, random cords, and half-read books you're no longer interested in.
- ✓ Décor that no longer feels restful
- ✓ Excess throw pillows or blankets
- ✓ Old magazines, newspapers, or papers
- ✓ Jewelry or accessories you never wear
- ✓ Sentimental items stored in the bedroom
    - Move them to a keepsake box in your closet or outside the bedroom if they're not actively used or displayed.
- ✓ Perfumes or lotions you no longer use
- ✓ Books you've already read or won't finish

*Create a bin or bag for items that do not belong in your bedroom but have migrated there. Once you are done organizing, relocate those items to where they belong*

# Maintenance

Use this checklist to keep your bedrooms functional & clutter-free throughout the year. Set calendar reminders to help stay on track!

## DAILY CHECKLIST:

- ☐ Make your bed each morning to create an instant sense of order.
- ☐ Clear nightstand surfaces of water glasses, trash, and clutter.
- ☐ Return clothing to the closet, dresser, or laundry basket (no "chair piles").
- ☐ Open windows for a few minutes to freshen the air (if weather allows).

## WEEKLY CHECKLIST:

- ☐ Dust furniture surfaces and wipe down mirrors.
- ☐ Change sheets and pillowcases.
- ☐ Vacuum or sweep floors, including under the bed.
- ☐ Fold and put away any clothes lingering in the room.

## MONTHLY CHECKLIST:

- ☐ Review dresser drawers for clothing that's out of place or no longer needed.
- ☐ Declutter your nightstand and remove any stray items.
- ☐ Check lamps and replace light bulbs if needed.
- ☐ Rotate seasonal décor or linens if applicable.

## QUARTERLY OR SEASONAL CHECKLIST:

- ☐ Swap out seasonal clothing and store off-season items in bins or closets.
- ☐ Launder and refresh extra blankets, comforters, or pillows.
- ☐ Evaluate bedroom décor and consider removing anything that feels visually busy.
- ☐ Declutter under the bed and ensure nothing has accumulated there.

## ANNUAL CHECKLIST:

- ☐ Deep clean the room: wash windows, vacuum mattress, clean behind furniture.
- ☐ Reassess furniture placement-does it still feel supportive and functional?
- ☐ Review all clothing and accessories for items to donate or discard.
- ☐ Refresh with small updates: add a calming candle, replace worn linens, or update a photo frame.

# Bathrooms

## Step 1: Access the Space

Before you start organizing, it's important to take a step back and evaluate your bathroom. Use the prompts below to reflect on one bathroom at a time.

### WHAT IS WORKING IN THIS BATHROOM?

### WHAT FRUSTRATES ME THE MOST?

### HOW DO I IDEALLY WANT THIS SPACE TO FUNCTION?

## WHICH AREAS TEND TO COLLECT THE MOST CLUTTER?

## IS THIS SPACE EASY TO KEEP CLEAN?

## ARE THERE EXPIRED OR UNUSED ITEMS TAKING UP SPACE?

## DOES THIS ROOM SUPPORT MY MORNING & EVENING ROUTINES?

**ACTION STEP:** TAKE A BEFORE PHOTO OF YOUR SPACE SO YOU CAN SEE YOUR PROGRESS!

# Bathrooms

## Step 2 - Define Your Zones

Your bathroom is where you begin and end each day. It should support your routines and help you move through mornings and evenings with ease-not frustration. Clarifying how you use your bathroom and defining zones for your essentials will create a more organized, functional, and calming space.

## Common Bathroom Zones:

- Shower/Bath Area
- Sink and Counter Space
- Cabinets/Drawers
  - Hair care tools, makeup, first aid supplies
- Towels and Linens

  Backstock and Extras
  - Extra toilet paper, soap, shampoo, and personal care items
  - Travel-sized toiletries
- Cleaning supplies for the bathroom
- Specialty Zones (Optional)
  - Kids' bathroom items (bath toys, step stools)
  - Spa zone (candles, bath salts, face masks for self-care nights)

# Step 3 - Bathroom Organizing Process

1. Start with One Zone
- Begin small and choose just one area, like a drawer, cabinet shelf, or shower caddy.
- Focusing on a single zone keeps the process manageable and helps you see quick wins.

2. Remove All Items and Group by Category
- Take everything out of the chosen zone and spread it out where you can see it.
- Group similar items together-hair care, skincare, dental care, makeup, first aid, cleaning supplies.
- Seeing everything together helps you identify duplicates and items you no longer use.

3. Declutter Using the Keep / Donate / Toss Method
- As you sort, ask yourself: Do I use this regularly? Is it expired or no longer effective? Does it belong in this bathroom?
- Toss expired or broken items, donate unopened extras you'll never use, and relocate things that belong elsewhere.

4. Clean the Space
- Wipe down shelves, drawers, and counters with a mild cleaner.
- Consider using drawer liners to make future cleaning easier.

5. Organize with Intention
- Return items thoughtfully:
  - Keep daily-use items in easy-to-reach spots.
  - Store backstock and extras in a separate "overflow" bin or cabinet.
- Use drawer dividers, small bins, and trays to group categories neatly.
- Hang hooks or install baskets to maximize vertical space.

# Things You Can (Usually) Let Go Of

- ✓ Expired medications and toiletries
- ✓ Broken or unused tools
- ✓ Duplicate or sample products you'll never use
- ✓ Old towels or bath mats
- ✓ Empty or nearly empty bottles
- ✓ Stretched-out hair ties and broken clips
- ✓ Dried-out nail polish, makeup, or skincare
- ✓ Products you tried and didn't like
- ✓ Chipped soap dishes, cracked organizers, or worn shower curtains
- ✓ Old toothbrushes and razors
- ✓ Decor that collects dust or no longer suits your style

*Create a bin or bag for items that do not belong in your bathroom but have migrated there. Once you are done organizing, relocate those items to where they belong*

# Maintenance

Use this checklist to keep your bathrooms functional & clutter-free throughout the year. Set calendar reminders to help stay on track!

## DAILY CHECKLIST:

- ☐ Wipe down counters and sink to prevent buildup.
- ☐ Hang towels neatly or replace them if damp.
- ☐ Put away toiletries and makeup after use.
- ☐ Empty trash if needed.

## WEEKLY CHECKLIST:

- ☐ Clean mirrors and polish fixtures.
- ☐ Scrub the toilet, sink, and shower/tub.
- ☐ Shake out and launder bath mats if needed.
- ☐ Restock toilet paper and other essentials.

## MONTHLY CHECKLIST:

- ☐ Check for expired products in cabinets and drawers.
- ☐ Wash shower curtains or liners and wipe down walls.
- ☐ Organize drawers and under-sink storage to keep systems tidy.
- ☐ Declutter any duplicates or unused items.

## QUARTERLY OR SEASONAL CHECKLIST:

- ☐ Deep clean grout and tile to prevent mildew.
- ☐ Evaluate and restock your backstock of essentials (toilet paper, soap,
- ☐ toothpaste).
- ☐ Review and declutter self-care products (face masks, bath bombs) that haven't been used.

## ANNUAL CHECKLIST:

- ☐ Deep clean exhaust fans and vents.
- ☐ Check and replace caulking or seals around the tub, sink, and toilet if needed.
- ☐ Reassess bathroom storage solutions—do they still meet your needs?
- ☐ Replace worn-out towels, bath mats, or shower curtains.

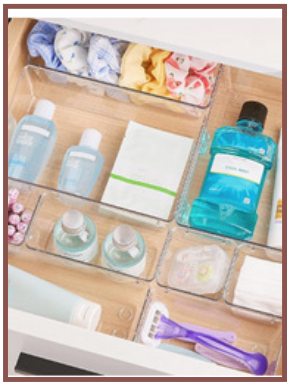
# Some of My Favorite Items

Under the Bed Storage


Floating Shelves

Over The Door Hooks

Over the Toilet Storage



Drawer Organizers

Shower Storage

**REMINDER:** BE SURE TO MEASURE THE SPACE YOU ARE BUYING ORGANIZATIONAL ITEMS FOR. DOUBLE-CHECK TO MAKE SURE THAT THE ITEMS YOU ARE LOOKING TO PURCHASE WILL FIT IN THE SPACE

# Notes

"YOUR HOME SHOULD BE THE ANTIDOTE TO STRESS, NOT THE CAUSE OF IT."

- Peter Walsh