

FEBRUARY

*workbook*

**INTENTIONAL ORDER 2025**

  
KMA ORGANIZING

Clear Your Space. Calm Your Mind.

**KMAORGANIZING.COM**

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# Step 1 - Assess the Kitchen

Before you start organizing, it's important to take a step back and evaluate your space. Use the prompts below to reflect on what's working and what's not.

**WHAT DO I LOVE ABOUT MY KITCHEN?**

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**WHAT FRUSTRATES ME THE MOST WHEN USING MY KITCHEN?**

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**WHICH AREAS TEND TO COLLECT THE MOST CLUTTER?**

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**DO I HAVE TROUBLE FINDING CERTAIN ITEMS WHEN I NEED THEM? IF SO, WHICH ONES?**

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# Assess the Kitchen

Take a few moments to write down your observations. The goal is to identify areas that need improvement and what solutions might work best for you.

**WHAT ITEMS DO I USE DAILY? WEEKLY? RARELY?**

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**ARE THERE ANY KITCHEN TOOLS, GADGETS, OR APPLIANCES I NEVER USE?**

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**DO I HAVE AN EFFICIENT SYSTEM FOR FOOD STORAGE AND PANTRY ORGANIZATION?**

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**IS MY KITCHEN EASY TO CLEAN AND MAINTAIN?**

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# Step 2 - Define Your Kitchen Zones

Kitchens serve multiple purposes beyond cooking, such as meal prep, storage, and even work or school activities. Identifying your kitchen's key zones will help create an intuitive layout.

## Common Kitchen Zones:

**Cooking Zone:** Stove, oven, pots, pans, utensils, spices.

**Food Prep Zone:** Cutting boards, knives, mixing bowls, measuring tools.

**Storage Zone:** Pantry items, dry goods, spices, fridge/freezer organization.

**Dishwashing Zone:** Sink, dish soap, drying rack, sponges.

**Small Appliance Zone:** Coffee maker, toaster, blender, air fryer.

**Miscellaneous Zones:** Junk drawer, charging station, pet food area.

**LIST THE ZONES THAT EXIST IN YOUR KITCHEN.**

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**IDENTIFY ANY MISSING ZONES.**

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# Decluttering Checklist

THE KEY TO AN ORGANIZED KITCHEN IS LETTING GO OF WHAT NO LONGER SERVES YOU.

- Toss expired food items and spices.
- Donate or recycle kitchen gadgets you haven't used in the past year.
- Check for duplicate items—do you really need five spatulas?
- Reassess specialty appliances—keep only what you actually use.
- Remove any broken or mismatched containers, lids, or dishware.
- If you have the option, move rarely used appliances and entertaining items to another area of your home

**PRO TIP:** IF YOU STRUGGLE TO LET GO, CONSIDER DONATING ITEMS TO A LOCAL SHELTER, CHURCH, OR FOOD BANK.

**WHAT ITEMS CAN YOU IDENTIFY THAT YOU CAN DEFINITELY DONATE?**

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# Step 3 - Kitchen Organizing Process

Start on the left side of your kitchen and work your way around to all cabinets & drawers.

FOR EACH CABINET & DRAWER:

## **1. Take Everything Out**

Remove everything from the space.

Wipe down all surfaces and vacuum crumbs.

## **2. Sort & Categorize**

Group similar items together (e.g., all baking tools in one place). If you store items in this category in another location, take those out as well so that you can see the total quantity you have.

Separate daily-use items from rarely used ones.

## **3. Assign Items to Zones**

Place frequently used items in prime real estate (eye-level shelves, top drawers, the front of drawers).

Store rarely used appliances in lower cabinets, higher cabinets, or another storage area.

Keep heavy items on lower shelves for safety.

## **4. Use Smart Storage Solutions**

Lazy Susans for spices, oils, and condiments.

Drawer dividers for utensils and junk drawer organization.

Shelf risers to maximize vertical space.

Hooks inside cabinet doors for mugs, towels, or measuring cups.

Clear containers for dry goods with labels for easy identification.

# Kitchen Organizing Checklist

## ZONES OF THE KITCHEN TO ORGANIZE

- Appliances
- Cleaning Supplies
- Cooking Utensils
- Cookware & Bakeware
- Eating Utensils
- Glasses
- Mugs
- Pantry
- Plates & Bowls
- Pots & Pans
- Refrigerator
- Serving Utensils
- Spices
- Tupperware
- Water Bottles & Travel Mugs

# Some of My Favorite Items



Expandable Shelf Riser



Clear Storage Bins



Drawer Dividers



Utensil Drawer Organizer



Water Bottle Organizer



Expandable Spice Rack



Undersink Organizer



Cabinet Door Organizers

**PRO TIP:** 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

# Maintenance

The frequency of reorganizing and cleaning kitchens and pantries can depend on factors such as personal preferences, the size of the household, and how frequently the kitchen is used.

However, here are some general guidelines:

## DAILY CHECKLIST:

- ❑ **Wipe Down Surfaces:** Wipe down countertops, tables, and other surfaces daily to remove crumbs, spills, and prevent the buildup of bacteria.
- ❑ **Wash Dishes:** Wash and put away dishes immediately after use to maintain an organized and clean kitchen.
- ❑ **Sweep or Vacuum Floors:** Depending on the type of flooring, a quick sweep or vacuum can help prevent dirt and crumbs from accumulating.

## WEEKLY CHECKLIST:

- ❑ **Deep Clean Appliances:** Clean appliances like the microwave, oven, and refrigerator on a weekly basis to prevent the buildup of grime and odors.
- ❑ **Check and Toss Perishables:** Check the refrigerator and pantry for perishable items that may be nearing their expiration date and toss any expired items.
- ❑ **Clean Out the Fridge:** Take a few minutes to remove expired or unused items from the refrigerator, wiping down shelves and drawers.
- ❑ **Wipe Down Cabinets:** Wipe down cabinet surfaces, especially near the stove and sink, to remove grease and splatters.

## BI-WEEKLY OR MONTHLY:

- ❑ **Pantry Check:** Regularly check the pantry for expired items, organize shelves, and clean any spills.
- ❑ **Rotate Stock:** Rotate pantry items to ensure that older items are used first.
- ❑ **Inspect and Clean Cabinets:** Periodically inspect and clean the insides of cabinets, removing any items that are no longer needed.
- ❑ **Check Spice Rack:** Inspect and organize the spice rack, discarding any expired or stale spices.

## QUARTERLY OR SEASONALLY:

- ❑ **Deep Clean:** Consider a more thorough deep-cleaning session every few months. This can involve moving appliances to clean behind them, washing curtains or blinds, and scrubbing grout.
- ❑ **Evaluate and Donate:** Take the opportunity to evaluate kitchen gadgets and utensils. Donate or discard items that are no longer needed or rarely used.
- ❑ **Inspect and Replace:** Inspect kitchen tools, utensils, and storage containers. Replace any items that are damaged or worn out.

## ANNUALLY:

- ❑ **Appliance Maintenance:** Schedule annual maintenance for larger appliances like ovens, dishwashers, and refrigerators.
- ❑ **Inspect and Clean Ventilation:** If applicable, clean or replace filters in the kitchen ventilation system.
- ❑ **Deep Clean Cabinets:** Empty and deep clean cabinets and drawers. Consider reorganizing to optimize storage.

# Pantry Inventory

The frequency of taking inventory of kitchen and pantry items depends on factors such as your cooking habits, the size of your household, and how often you shop for groceries.

However, here are some general guidelines to help you determine how often to take inventory.

## WEEKLY:

- ❑ **Fresh Produce:** Check the inventory of fresh fruits, vegetables, and other perishables weekly. Plan meals to use them before they spoil.
- ❑ **Dairy and Perishables:** Evaluate dairy products, eggs, and other perishables to ensure you use them before their expiration dates.

## BI-WEEKLY:

- ❑ **Pantry Basics:** Take stock of pantry staples like rice, pasta, canned goods, and baking supplies every two weeks.
- ❑ **Refrigerator and Freezer:** Check the freezer and refrigerator for items approaching expiration. Use a first-in, first-out (FIFO) system to rotate stock.

## MONTHLY:

- ❑ **Spices and Herbs:** Assess the condition of spices and herbs monthly. Discard any that have lost their potency or freshness.
- ❑ **Non-Perishables:** Review non-perishable items in the pantry monthly. Look for items nearing expiration or that you no longer need.

## SEASONALLY:

- ❑ **Bulk Items:** If you buy items in bulk, conduct a seasonal inventory to ensure you're using them before they go stale or lose quality.
- ❑ **Cooking Oils and Condiments:** Check the status of cooking oils, sauces, and condiments seasonally. Discard any that are expired or have changed in color or smell.

## BEFORE GROCERY SHOPPING:

**Make a Shopping List:** Before heading to the grocery store, take a quick inventory to identify what you need. This helps prevent overbuying or purchasing items you already have.

## TIPS FOR TAKING INVENTORY:

1. **Labeling:** Labeling items with purchase or expiration dates can help you keep track of freshness.
2. **Organization:** Keep similar items grouped together and organized. This makes it easier to take inventory and prevents overbuying.
3. **Digital Tools:** Consider using digital tools or apps to track your inventory. Some apps can help you scan barcodes and keep a digital pantry list.
4. **Use-by Dates:** Pay attention to use-by or expiration dates. This ensures that you use items before they go bad and helps prevent waste.

Taking inventory regularly helps you make efficient use of your kitchen and pantry space, minimizes food waste, and ensures you have the ingredients you need for meal preparation. Adjust the frequency based on your lifestyle and how often you shop for groceries.





# Grocery List

PRODUCE	FROZEN	DELI

MEAT & FISH	DAIRY	BEVERAGES

PANTRY	BAKERY	OTHER

NOTES

# Appendix

## The S.P.A.C.E. Method:

In her book *Organizing from the Inside Out*, Julie Morgenstern details what she refers to as the “S.P.A.C.E. Method”:

**SORT, PURGE, ASSIGN (A HOME),  
CONTAINERIZE, and EQUALIZE.**

*This method is a major facet of The KMA Way because it breaks the process down into easily-digestible parts.*

*Ready to give it a try?*

**LET’S SET THE ATMOSPHERE:**



Try to **get ahead of distractions** by silencing your phone, notifying your household that you’re working, etc.



Then, take three or four **deep, slow breaths** to get relaxed and focused. You’ll want your thoughts and intentions clear before you begin.

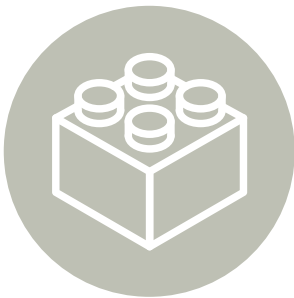
## The S.P.A.C.E. Method:

# SORTING

The “S” in the S.P.A.C.E. Method stands for *sorting*. Let’s see what you’re working with:



Completely empty or clear the space you’re working with and **lay whatever you found** onto a large, flat surface.



Identify categories to sort each item into, pairing similar objects together (i.e. toys, tools, clothes, etc). **Group these categories into distinct piles** and label them using a post-it note.



Scan each category for things that should belong in another room. **Put these items in a box** off to the side for now-- we’ll get to it later!

**Once everything is sorted into categories you can easily identify, you can move onto purging.**

## The S.P.A.C.E. Method:

# PURGE

## LESS IS MORE

While it's perfectly normal and natural to form attachments to objects, **not everything is worth keeping**. The goal of purging is to lessen the amount of unhelpful space-wasters.

Pick **one category** at a time to focus on. With each object in each pile, ask yourself:

- ✓ Do I have a similar item I like more?
- ✓ Is this item broken? Do I care to fix it?
- ✓ Do I have unnecessary duplicates?
- ✓ Do I like or use this enough to keep it?
- ✓ Does this item have special personal or emotional significance?

**Trust your instincts** and take as much time as you need to go through this step. And **don't feel pressured** to part with important or meaningful items-- this exercise is only meant to help you reassess what you find valuable.

## WHAT ABOUT THE JUNK?

Any items you don't want to keep should be either **Trashed, Donated, or Sold.**



Be mindful when trashing objects that some items, like batteries, require **special disposal methods.**



**Help your community** by donating items to loved ones and neighbors first, then take what's left to local shelters.



**Please be considerate** when selling and donating items. Ensure that they are in good enough condition to pass on to someone else.



Don't leave objects you want to get rid of by doorways or in backseats forever. **Pick a specific date to drop things off!**

## The S.P.A.C.E. Method:

# ASSIGN A HOME

Each item should have a “home”, or **a place it belongs when it’s not in use.** When choosing the right “homes” for your objects, try to:

Ask yourself, “*Where would I look for this if it went missing?*” Then **put it there!**

Keep items you use often in front of lesser-used objects so they’re more **accessible.**

**Experiment with new hardware** like hooks or extra shelves to optimize space.

**Return items** to their “homes” once you’re done with them to avoid messes and misplacements.

Use a **label maker** to keep tool boxes, pantries, etc. organized *only* where you feel they’d help.

**Once you’re finished, move on to containerizing!**

# THE S.P.A.C.E. METHOD: CONTAINERIZE

This silly-sounding step is where we get to **accessorize!** Mess around with bins, boxes, hampers, and bags that suit your needs.



## FIND CUSTOM SOLUTIONS

Invest in accessories and furniture specific to your needs, i.e. large totes to contain loose toys or vacuum-seal bags for storing bulky sweaters.



## MIND YOUR DRAWERS

Mini areas can lead to mighty messes! Use drawer dividers and shallow boxes to keep small, loose items from getting lost inside drawers and tool boxes.



## PROTECT YOUR PAPERS

Don't leave documents susceptible to water damage or wrinkelage. Avoid cardboard boxes in favor of sealed plastic bins or file folders in drawers.

## THE S.P.A.C.E. METHOD: EQUALIZE

“Equalizing” refers to the long-term process of maintaining the cleanliness and order of a space-- because, sadly, life doesn’t stop just because we’ve finally decluttered.

### GET IN THE HABIT

Half of the battle is learning to put things back in their “homes” where they belong. If you struggle with that, here are some new habits to try and form:

- ✓ Set a reminder to pick up around the house at the same time every night.
- ✓ Get a basket or tray that makes it easier to carry misplaced items from room to room.
- ✓ Set aside one night a week to reset your home-- clear surfaces, do all dishes, etc.
- ✓ Gently ask those you live with to help you keep things in neat and orderly.
- ✓ Take before and after pictures-- it’ll inspire you to see everything in its rightful place.

# REEVALUATE

Another key component of maintaining organization is monitoring how well your new system is working for you, then making adjustments as you need them.

You'll know you need to mix it up if:

It's been unsuccessful for more than a few weeks.

The setup/method is more stressful than helpful.

It costs you too much time, effort, or money.

If you feel the need to make a change:



Make organization more accessible. (i.e. Place a hamper in every room to prevent throwing clothes on the floor.)



Give objects that tend to get left around more convenient "homes". (i.e. If coats are never hung up, get a coat rack.)



Hire a professional organizer. We can work with you to solve whatever personal roadblock you're facing!

# Notes

A series of horizontal dotted lines for writing notes.

"AN ORGANIZED  
KITCHEN  
IS MORE THAN JUST  
A TIDY SPACE-IT'S A  
FOUNDATION FOR A  
CALMER MIND,  
A SMOOTHER  
ROUTINE,  
AND A MORE JOYFUL  
HOME."

