

Your Simple Plan

- Step 1 — Clear Surfaces so you can work
- Step 2 — Group Like With Like (wide, simple categories)
- Step 3 — Purge What You Do Not Use (kind, firm rules)
- Step 4 — Assign Simple Homes for what remains

Clear Surfaces Checklist

- Set a 15 minute timer
- Take everything off the main work surface
- Sort quickly into 3 bins: Keep / Toss / Not Sure
- Wipe the surface
- Put back only weekly tools

Sorting Categories

Fabric by type or project use

Notions (zippers, elastic, bias tape)

Tools and hardware

Patterns and books

Paper, vinyl, adhesives

Paint, brushes, finishes

Kids craft supplies

Work in progress (WIP) projects

Label piles with sticky notes. Use simple rules (e.g., fabric by type first, then color later).

Purge Decision Guide

- Did I use it in the last 12 months?
- Do I love it for the work I do now?
- Will I use it in the next 90 days?
- Could someone else use it more than me?

If 'No' → choose one:

Donate

Recycle

Trash

Storage Planner & Layout

Measure your storage zones (Width × Depth × Height):

Under-bed area

Width (in):

Depth (in):

Height (in):

Closet floor

Width (in):

Depth (in):

Height (in):

Closet top shelf

Width (in):

Depth (in):

Height (in):

Beside desk

Width (in):

Depth (in):

Height (in):

Behind door corner

Width (in):

Depth (in):

Height (in):

3 Minute Setup

- Roll out craft cart
- Place handled caddy on table
- Put one project bin on your left
- Place a trash bag on your right
- Start timer for your craft block

5 Minute Reset

- Return tools to caddy
- Put scraps in labeled scrap bin
- Wipe mat and table
- Close project bin and stack it
- Roll cart back to its spot

Weekly Focus & Tasks

Pick one focus bin and schedule your craft block times.

This Week's Focus Bin:

Craft Block Time(s):

Mon Tue Wed Thu Fri Sat Sun

Beginner-Friendly Tips

- Start with the smallest surface (a clear 12" square builds momentum).
- Set a short timer (10 minutes is enough).
- Use big categories first; fine sorting later.
- Take before/after photos to see wins.
- Give yourself grace — build a room that serves you now.

Smart Ways to Handle Special Items

Scraps — keep only what you'll use in next 3 projects; store by size.

Sentimental — one small 'Keepsakes' box; limit to that box.

Bulk — split with a friend or donate a portion.

Kids crafts — small reachable bin; put away before grabbing new.

Your Simple Roadmap

- Clear surfaces so you can work right away.
- Group items into wide, easy categories.
- Purge with kind but firm rules.
- Assign storage that's easy to use and put away.
- Protect with 5-minute habits.