

Table of Contents



<i>Introduction</i>	1
About This Book.....	1
Conventions Used in This Book	2
Foolish Assumptions	2
How This Book Is Organized.....	3
Part I: Preparing for Your Organizing Projects	3
Part II: Organizing Primary Spaces in Your Home.....	3
Part III: Organizing Secondary Spaces in Your Home	3
Part IV: The Part of Tens	4
Icons Used in This Book.....	4
Where to Go from Here.....	4
<i>Part I: Preparing for Your Organizing Projects</i>	5
Chapter 1: The Principles of Do-It-Yourself Organization	7
Five Steps to an Organized Room	7
Step 1: Determine the goal of the room.....	7
Step 2: Identify the limitations of the room	8
Step 3: Sort the room	8
Step 4: Build and install your projects.....	8
Step 5: Reassemble the room.....	8
Four Organization Philosophies to Embrace.....	9
Be disciplined	9
Be green	9
Be frugal.....	10
Be clever	10
Chapter 2: The Tools and Time You Need	11
Gathering Your Tools	11
Sorting tools.....	11
Installation tools	12
Finishing tools.....	13
Your own do-it-yourself kit	13
Estimating Your Organizing Time	15
Breaking down the amount of time needed to organize an entire room.....	15
Outlining a plan for weekend warriors	16
Chapter 3: Nailing Down Carpentry Fundamentals	17
Hammering Out Basic Carpentry Techniques.....	17
Measuring length, width, and height	17
Locating a wall stud or ceiling joist	18
Using a level	18
Using a square	18
Using a screwdriver	19
Using an electric drill.....	19

Answering a Few Frequently Asked Carpentry Questions	20
Should you use wood board or plywood for your project?	20
Can you use nails rather than screws?	21
What if your drill won't fit into tight spaces?	21
When do you use drywall anchors?	22

Part II: Organizing Primary Spaces in Your Home.....23

Chapter 4: First Impressions: Streamlining Your Entryway and Living Room25

Hanging an Entryway Peg Rack	27
Converting Entryway Space into a Storage Area	30
Building a Living Room Magazine Rack	34
The Finishing Touches: Reassembling Your Entryway and Living Room	38
Organizing furniture and major electronics	38
Storing movies	38
Music to your ears: Dealing with CDs	39
Game on! Arranging video game equipment	40
Jazzing up bookshelves	40
Putting together fabulous photo albums	41
Stowing board games	42

Chapter 5: Decluttering Your Kitchen43

Installing an Under-the-Cabinet Paper Towel Holder	45
Mounting a Message Board	47
Hanging a Utensil Rack	51
Hanging Stemware Racks	53
Installing Pull-Out Bins for Garbage and Recycling	55
Hanging a Four-Chain, Ceiling-Mounted Pot Rack	57
Adding a Wall Rack for Cleaning Tools	60
Creating a Pantry	63
The Finishing Touches: Reassembling Your Kitchen	67
Keeping things close at hand	67
Surveying shelf stackers, china and lid racks, and Lazy Susans	67
Grouping items in your pantry	68

Chapter 6: Blissful Bedrooms and Cleansed Closets.....69

Building a Homemade Nightstand	71
Mounting a Wall Rack	74
Creating a Door-Mounted Accessories Organizer	76
Installing Shoe Shelving	79
Adding High and Low Closet Rods	82
The Finishing Touches: Reassembling Your Bedroom and Closet	86
Storing items under the bed	86
Dresser drawer do's and don'ts	86
Hanging ties and belts	87
Arranging your clothes neatly	88

Chapter 7: Up, Off, and Away! Organizing Your Bathroom.....	91
Mounting a Wall Hook.....	93
Installing a Towel Bar	96
Hanging Whimsical Wall Shelves.....	100
Installing an Above-the-Toilet Cabinet	103
Hanging a Medicine Cabinet	107
The Finishing Touches: Reassembling Your Bathroom.....	111
Help, my walls are full! Adding a corner storage unit.....	111
Stash, stow, and store: Using decorative baskets, bins, and boxes.....	111
Keeping your jewelry neat and tangle-free	112
Chapter 8: Organized Home Office, Organized Life	113
Mounting a Stationery Center	115
Building a Homemade Desk	118
Creating a Home Office Space	121
The Finishing Touches: Reassembling Your Home Office.....	125
Lining up electronic equipment	125
Taking charge of cords.....	125
Storing small supplies.....	127
Curing clutter with six essential paper stashes	128
Filing your most important papers	129
Staying on top of incoming papers	130
Putting together a totally to-date tax record tower	131
Part III: Organizing Secondary Spaces in Your Home	133
Chapter 9: Playing Up Kids' Spaces	135
Hanging a Wall-Mounted Storage Net	138
Customizing a Toy Chest.....	140
Installing Extra Closet Shelving.....	143
Creating Under-the-Bed Rolling Storage	146
The Finishing Touches: Reassembling Your Kids' Space.....	149
Using 4-x-4 storage units	149
Go, Van Gogh, go! Stocking an art cart	150
Outfitting a "coffee corner" for reading.....	151
Hang tight! Expanding closet rods	151
Chapter 10: Learning to Love Your Laundry Room	153
Installing a Retractable Clothesline	155
Installing an Accordion Drying Rack	157
Mounting a Fold-Away Ironing Board	161
Hanging a Wall Cabinet for Laundry Supplies	164
The Finishing Touches: Reassembling Your Laundry Room.....	167
Sorting your laundry.....	167
Stashing a few tools for folding and storage.....	168

Chapter 11: Giving New Life to Your Garage	169
Hanging a Tool Pegboard	172
Installing a Ceiling Rack	175
Mounting a Bike Lift	178
Creating a Zone for Sports Equipment	182
The Finishing Touches: Reassembling Your Garage	187
How does your garden grow? Organizing your gardening supplies	187
Organizing your automotive supplies	187
 Part IV: The Part of Tens	 189
Chapter 12: Ten Time-Saving Organization Tips	191
Keep Your Tools Handy	191
Plan Convenient Spaces	192
Be Mentally Focused When You Organize	192
Stick to the Idea of “One In, One Out”	192
Repurpose Items	192
Forget Spring Cleaning	193
Make Time to Plan Your Day	193
Keep Plenty of Lists	193
Use One Central Calendar and Message Board	194
Pre-pack Bags for Last-Minute Events	194
 Chapter 13: Ten Tips for Maximizing Small Spaces	 195
Incorporate Sneaky Seating	195
Stash Discs in Media Folders	195
Mount Your Kitchen Items on the Walls	195
Use Double-Decker Storage	195
Make the Most of Your Table	196
Consider Clever Sleeping Options	196
Include Rods and Hangers in Your Closets	196
Hang Bathroom Items on the Walls	196
Build Under-the-Bed Storage	196
Store Out-of-Season Items on Ceiling Racks	196
 Index	 197