

# Organizing Teen Rooms



# Why Organize??



- Find things
- Get things done on time
- Peace of mind
- Calm, relaxed environment
- Achieve your goals
- Keep peace with parents

# What can you Organize?

- Things
  - School work
  - Clothes
  - Games
- Time



A blue starburst shape with multiple points is centered on a green background. The text "I CARE SYSTEM" is written in white, bold, uppercase letters across the starburst. The text is arranged in two lines: "I CARE" on the top line and "SYSTEM" on the bottom line, both slanted slightly to the right.

I CARE  
SYSTEM

# IDENTIFY



## FUNCTIONS OF YOUR ROOM:

- SLEEPING
- DRESSING
- HOMEWORK
- HANGING OUT
- NOT TV
- NOT SOCCER



# CATEGORIZE

Group like things together

Music/  
Technology



School  
Work

Clothes  
Short-Hanging  
Long-Hanging

# ASSIGN HOMES

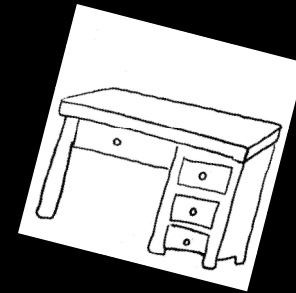


## ZONES FOR EACH FUNCTION

**GO VERTICAL**



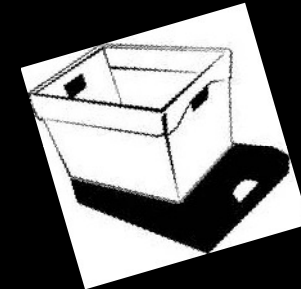
**DESK/DRAWERS**



**HANGING SPACE**



**BINS/BASKETS**



**SHELVES**

# REACH



All the time

Sometimes

Occasionally



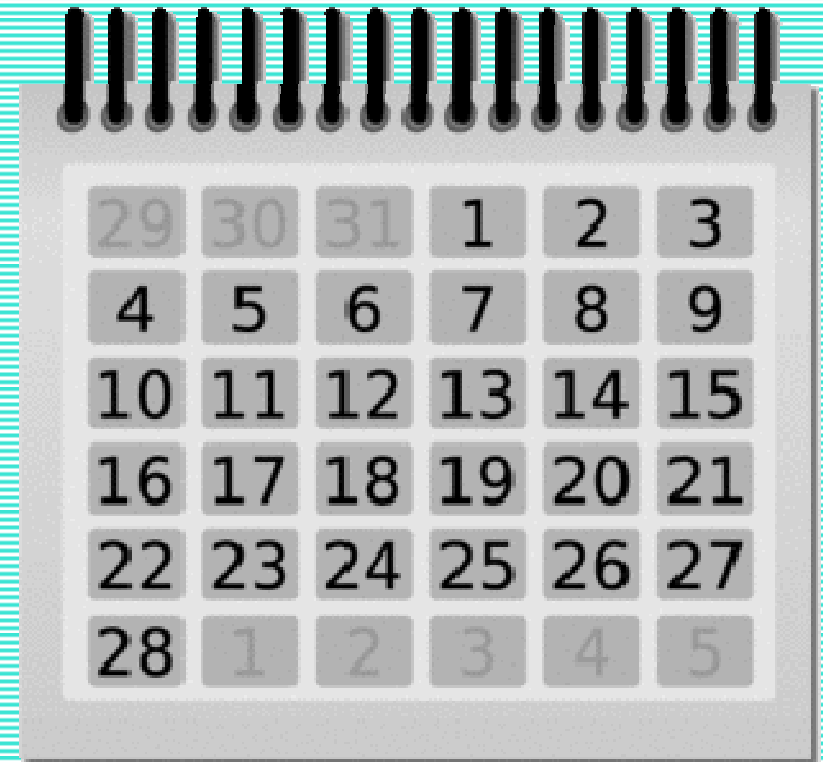
CLOSE BY

NEXT TO  
CLOSEST

HIGH UP or  
HARD TO REACH  
PLACES

# EASE OF MAINTENANCE

- STORE THINGS VERTICALLY
- PUT AWAY EVERY DAY
- MAKE NEW HOMES EVERY WEEK
- PURGE MONTHLY
- REASSESS/ROTATE SEASONALLY



**Activities**



**BALANCE**

**Social  
life/  
Friends**

**School  
Work**



# USE

- S**PECIFIC
- M**EASURABLE
- A**TTAINABLE
- R**ELEVANT
- T**IME-BASED

# GOALS

Plan ahead  
...for longer  
projects



# I CARE for my *Time*



- Identify interests
- Categorize - Covey



- Assign home
  - Blocks of time
  - Set time limits

- Retrieve efficiently
  - Electronic
  - Paper based
  - Stick to one!
- Easily maintain
  - Plan each week
  - Plan each day
  - Check schedule often



## ORGANIZE TO EXCEL

Helping you manage your time and space so you  
can follow your passions and fulfill your dreams

Katherine Macey

[www.organizetoexcel.com](http://www.organizetoexcel.com)

[katherine@organizetoexcel.com](mailto:katherine@organizetoexcel.com)

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