ORG
HOME ORGANIZATION SOLUTIONS

Planning Checklist: **ARTS AND CRAFTS/HOBBY AREA**

Key Considerations

Use It *How frequently is it used?*
See It *Should it be visible/displayed or behind a door or in a drawer?*
Plug It *Does it require a nearby outlet?*
Count It *How many items need to be accommodated?*
Move It *Is there a more appropriate place for it?*
Toss It *Is it time to dispose of it?*

	Use It					See It		Plug It		Count It	Move It	Toss It	Notes
	Always	Often	Occasional	Seasonal	Seldom	Yes	No	Yes	No				
All the Stuff													
Gift wrap (paper, bags)													
Ribbons/trims													
Gift cards													
Apron													
Paints													
Crayons													
Drawing pencil/pens													
Drawing/construction paper													
Chalks													
Art supplies													
Modeling clay													
Photo albums													
Glue/glue gun													
Sewing machine													
Threads													
Fabric													
Quilting materials													
Sewing accessories													
Iron/ironing board													
Running water													
Computer													
Printer													
Printer paper													
Phone/cell phone/charger													
CD/MP3 player													
Television													
Remote controls													
Other:													