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30 Days to a Clutter-Free Home

Hello! And thank you for downloading this document.

In January 2020 we treated our social media supporters to 30 days of tips to help them clutter-clear their homes. We always wanted to make it available as a download and the pandemic enabled us to bring it to you quicker than we had planned.

We hope that you can use these tips to break down sorting and tidying your home into bite-size manageable chunks, and this should help you to live and work at home with your loved ones in these unprecedented times. We haven't covered everything, and everyone has different challenges, but we hope there will be something in here for you.

Use this in whatever order you think will work for you as you don't have to stick to the days we have used.

Let us know how you get on.

Ashley Jordan

Director and Chief Organising Officer, One Stop Organisers



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Day 1 - Your fridge

A simple task to start with.

Take everything out, freeze what can be frozen, designate what can be used in the next few days, and throw anything out of date. Then reorganise everything to keep like with like with larger things at the back. Use baskets or storage trays so things are easier to get out and find.

Day 2 - Non-perishable food

Now's the time to make sure your food is easily accessible and tidy, to avoid waste.

As with your fridge, make sure that like things are stored with like and use baskets and storage trays so items are easier to find and get out. Storage jars are great if you have a lot of room but if you don't then they will take up more room than they save. Instead, keep packets in them and then you can have two or three half packets in one.

Day 3 - Cupboard under the stairs

Often unwieldy but let's make it friendly!

Everyone stores different items in this space. Gather organising trays, tubs, baskets and shoe boxes to help you with this. It's likely you will store batteries, lightbulbs, tools and general household hardware here so that they're out of sight. Quite possibly you'll even keep seasonal items here and again, keep like with like. If you have any similar items around the house, collect them up and keep them together. We don't recommend you store paint if you haven't retouched in a couple of years as you probably never will, and you'll just grow a paint mountain.



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Day 4 – Kitchen: plastics

Banish the mountain!

Everyone has a mountain of plastic tubs and I bet you can never find what lid goes with what. The very easiest way to store them is in a much bigger plastic box. Either store the box (without a lid) in a cupboard in the kitchen and just bring the whole thing out when you need something, or store it on an accessible shelf so you can just reach in. It will stop everything toppling all over the place!

Day 5 – Kitchen: crockery, glasses, saucepans, etc

If you can't find what you need easily, it's fair to say you're cramming too much into the space available!

We will not be dealing with your tea and dinner services here. This is about your functional items. How many glasses do you have? Have they seen better days? Are you saving them for best (if so, does best ever happen and if not, use them every day!)?

What about your cups and crockery – get rid of ones that have seen better days (or bleach them for rejuvenation), and any with chips must go! Again use what you are saving for best if best never happens!

Saucepans and baking trays: if they have a specific use and that use does happen then keep them, but if they've seen better days and you have a similar one, then let them go. If you have too many saucepans, then you may find using only medium and extra large sizes is good enough instead of having multiple different sizes. After all, how many can you use at the same time?

You can use this same technique with things like vases, jugs, and any other kitchen category you may have.



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Day 6 - Preparing to tackle the other rooms in your home

It is much, much easier to organise things when all similar items are together.

This is the time to take a moment to regroup in preparation for other rooms in the house!

You will find the next stages much easier when like is with like. Do you store batteries in one place or ten? Do you have pain killers in five places or one? What about matches? Candles? Of course if you have many rooms, please feel free to have things you are using in those rooms but, for instance, having pens or throat sweets strewn everywhere will mean you don't know what you have and will therefore be much more likely to end up buying more of the things you already have. So take some time to 'repatriate' items - like with like!

Day 7 - Bedside table

A place that should be serene, but is very likely messy!

This piece of furniture stores a multitude of items, from the ubiquitous batteries, to medicines and lip balm, from contraception and other intimate items, to pens and notebooks. If you have followed the advice from yesterday you will have less in there already. Use lids of shoe boxes, small boxes you had jewellery in, or spare cosmetic bags and pouches to store and separate. It will be much neater and cleaner this way.

Day 8 – Stationery

Time to tackle the home office ...

You might have this stored in the home office, or you'll likely have it near to wherever you use your computer. Hopefully you don't have it everywhere. The kids will have their own (another topic). Assuming you followed Day 6 advice and you've got everything together (barring a pen and pad or two in your bedside drawer or in the kitchen), have a look at what you have as a whole. I recently helped my mum with some re-organising and I remarked



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that she had more pads than she would use in her lifetime. Stationery might be lovely to buy, but don't have more than you can use. What's the point if you do? Charities might not be able to sell half-used pads and punched pockets, but they can use them in their offices. So can schools and clubs. So work out what you can usefully use, make sure all your pens work and get rid of four of your six staplers (making sure you have the correct staples for those you keep) and give away the rest. And if your envelopes don't stick, recycle them and buy a small pack in replacement. Never be tempted to buy a box of envelopes unless you are running a business from home and have frequent use for them. They will end up not sticking or looking manky way before the end of the box.

So what if you have to buy something again in two years? If you've made someone else happy now, and given yourself some space, it's a win-win.

Day 9 – Bedroom: wardrobes

Hanging v folded

I get many questions about whether folded or hanging is best, but it really depends on what space you have. Personally, I only hang tailored trousers, all others are folded. At the moment I have space to hang cardigans, but I have folded these in the past. But I would never fold a dress!

I have a gold jacket I'm not going to throw away as I use it when I sing in one of my choirs. We haven't done a gig for 5 years, but it's the one thing I have that I don't use. Otherwise, I wear all the clothes I have in my wardrobe. If you don't, then they should go. Unless of course, it fits in a category like that. If you change your clothes around for summer and winter, you will know at the end of a season if you haven't worn something. That's a perfect time to have a cull. But if you don't, or you want to do it now, you need a different strategy. Take the hangers and turn them all the other way around (hang them from behind the rail). When you wear the item it goes back in the correct way round. You'll then know after a prescribed amount of time what you haven't worn. Give it away or sell it at this point. If the items are folded then you'll need a different strategy. It could be that you put items you're not sure about in a different place, and if you don't go looking for them, they go. The short-term pain of this will be worth the long-term gain.



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Day 10 – Bedroom: accessories

Jewellery, ties, scarves and sunglasses

You could argue that having a capsule wardrobe and a large amount of accessories is a good thing and will take up less space. And it will. If that is really what you have. But the reality is that you have accessories strewn everywhere and can't really see what you have.

If jewellery is in the box it came in, take it out. If you can't see it you won't use it! Use trays and drawers to put the jewellery in. But how to decide what to get rid of? If you wear the same pair of earrings every day but own enough for a pair a day, now might be the time for a cull.

Sunglasses need to be accessible too. Find a place you can put them where you can easily get them. Perhaps they can be swapped with gloves, scarves and hats when the season changes. And with all these items, ask yourself if you are wearing them often, if at all. If you are not, then give them away.

Ties – perhaps you have a tie hanger. This is just a place for ties to hide! Roll them up and put them in drawer dividers where you will see them and use them more often. And if you don't ... they go!

Day 11 - Bedroom: underwear

Get the different types of undies under control

I think everyone has their different types of undies – ones for best, ones for certain outfits, ones for the gym, ones for hanging out at home in, sexy-time undies, and perhaps even ones for the osteopath visits! Whatever your categorisation, decide first – have they had their day? Secondly, when did you last wear them? If it wasn't recently or it isn't for a specific outfit you love, they should go.

Good ways to organise them are to use fabric drawer dividers which you can get from Amazon. They come in all different sizes and, depending on the deepness of your drawers,



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you can double stack with lesser-used items underneath. Perhaps wear your best ones tomorrow when you've organised them to make you feel good. Let me know if you do!

You'll find someone on social media taking bras for Africa, but sadly other undies cannot go to charity shops.

Day 12 - Bedroom: shoe time

An obsession or just practical?

The categories and types of shoes are many and varied. We all have different lives and so, different shoes! Mine are categorised into 'smart' (all year round), 'summer' and 'winter'. I have three drawers under my bed. Smart and the current season are always accessible and I pull out the drawers and there are the shoes. Some shoes move between summer and winter.

Other ways I have organised the shoes for clients are in shoe drawers, shoe boxes, shoe racks or at the bottom of the wardrobes. Whatever works for you is good but you need to ask yourself this question. "When did I last wear these?" If you don't know, then you aren't wearing them! If they're too tight, or rub, you'll never wear them, so they go. Try them on to remind yourself why you're not wearing them. If they need mending either toss or mend. You should be left only with shoes you wear or shoes for specific occasions that do happen. And then organise them so you can see everything and then you won't forget about any.

Day 13 - Seasonal items

Ski, sailing, Christmas, etc.

Christmas decorations, ski equipment, sailing gear, camping equipment, picnic bags, chairs for the garden, it's all here. Firstly, work out if it is a once-a-year-out and a once-a-year-in item (ie, you only get it out once and put it back in once, like the Christmas stuff); or is it something you'll dip in and out of for a few months like tennis stuff for instance? This will influence where you store it. Gather all of it from the current storage places (loft, eaves



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cupboards, under stairs' cupboard, top of wardrobe, utility area, shed and garage) and have a look at what you have. Chances are you have doubles and things you've not used for a few years. Ditch all these things and then make sure that the items that come out more regularly are stored in a more accessible place or can be swapped with their opposite season.

Day 14 - Printed photos

Possibly the toughest day

If you have cleared any family members' homes you will have a lot more than average in your home. Back in the non-digital days we ended up with a lot of similar photos that weren't that good. So my advice is to decide how many you want to cut it down by. If by a quarter, then you must lose 1 in 4 pictures. But I suggest something more radical - to just have one quarter left! I did mine on each subject matter, keeping one of each person at any one event, and mostly getting rid of pictures of monuments and scenery (if I want to look at these places of interest, there are much better images available on the web these days). I also made sure to write the content of each photo on the back. I then put them all in a shoe box. So I had 20 albums down to one shoe box. You can definitely do the same, if you're strict with yourself.

Day 15 - Books, lovely books

A library or a few shelves?

A long time ago I made a decision not to keep books of fiction unless they were part of a 'collection', a 'memory', or particularly 'called' to me and I would read them again. There are so many books out there, more than you can read in a lifetime, so if you make this decision too, you will find much more space available. You can always get a book again from the charity shop or the library. With non-fiction, really consider whether you will dip into it again. I have many friends with vast libraries who will disagree with this but we are all allowed a 'collection'. Just make sure you have space for yours and it's not taking over your



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life! And if they are going, Wandsworth Oasis love books (other charity shops near you are available)!

Day 16 – Toys

Get the kids' buy-in

If your children are not on board you'll have to do this by stealth! Or of course if they are littlies they may not notice. First, get everything together and find out if you have all the bits. Anything without all the bits can't really go to the charity shop but perhaps should go or be swapped with another family to mix things up a bit. Something that may be well-loved but is never used any more should go. If you are worried, keep things in a box in the garage/cupboard for a month and see if anyone asks where they are. If they don't you are home and dry!

Day 17 - Garage and garden shed

Neat or a dumping ground?

I've categorised these together but you may wish to split these two up if they both need lots of organising. If you only have stuff for the garden in the garden shed, and only neatly arranged items in both places then I congratulate you. However, it's quite likely that you have a mountain of rubbish in both areas and you don't really know what's there. If you have both a garage and a garden shed, try to only keep gardening items in the garden shed. And make sure that you are using all the things you keep. Don't keep just-in-case items. And the garage should not be used for just-in-case items either. It is common to put things in there because they are out of sight, out of mind, but then you can't find the things you want when you want them. Just have a sort through and be sure everything has a purpose!



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Day 18 – Paperwork

The dreaded filing!

Clearing paperwork that's already filed is a simple process. Clearing paperwork that's not filed takes a few more steps, so here we go:

If your paperwork is already in files, that's great. You just need to consider the following – how often do you need to access it AND how easy is it to replace? Eg, if it is a legal document it may be difficult to replace so you must keep it. If it is a bank statement you can look online regularly and it's also easy to get a replacement from the bank. Similarly, instructions are easy to get online so you can get rid of most of those.

If your paperwork is not filed, you'll first need to sort it. I suggest a broad sort first - pile for finance, pile for health, pile for home, pile for work, pile for family. Don't go into more detail than that initially as it will be frustrating. Then take each of those categories in turn to go through and see if you need the item (if you haven't already done this when you did the first broad sort) and then file it all.

And if you get distracted halfway through this very boring job, remember to go back to it!

Day 19 - Linen and towels

The cupboard with things in you haven't seen for years!

Sorting these out can be a bit of a pain if you have multiple sizes. Not all manufacturers put the sizes on the labels of the sheets or duvet covers. Hopefully the covers are a bit easier as you'll remember which bed you bought them for. If you do have beds of different sizes, label the shelves in your linen cupboard as well as writing on the label of the sheet or better still, store the linen in the same room as the bed it is for. Measuring the sheets can work but is hard with fitted sheets and also if you have lived in multiple countries that have different sizes too! Better to actually try them on the bed to be sure, even though this is time consuming, and then mark-up accordingly. Keep the pillowcases inside the folded-up duvet cover. Only have enough sets of sheets and towels that you would use at any one time plus a spare. You can always borrow from someone else if you have a sudden influx of visitors.



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With towels, keep a few for housework, a few for emergencies, etc, but other than that, only keep enough to use at any one time plus a spare set.

Day 20 - Memories: your children's

Paintings and drawings galore!

Ah, *all those paintings and drawings* I hear your cry. *I can't throw them away*, I hear you cry! Most of you have now realised that you can scan drawings and such-like, but possibly haven't done this. Very many can be kept electronically and where you can do that, then throw the originals away. But make sure you organise the digital library well so you can find things, even if it's only by year. For the real 3D memories, like a first tooth, or lock of hair, first shoes, etc, buy a large attractive box and keep to that size only. If it starts getting full then you need to be a bit ruthless and slim it down. As your child gets older you can ask for their help in what to keep. And then hand it over to them to free up space in your home.

Day 21 - Memories: yours

Keep it to one box!

As with your children's memories, a large beautiful box is recommended to keep your memories in. You'll likely have kept orders of service and invitations from weddings, perhaps also from funerals, thank you cards, cards from birthdays, memories from special people in your life. Maybe there will be tickets, programmes, etc (also see Day 29). Some scanning of items could mean you can keep more than you otherwise would, but after categorising everything put each category into its own folder. This could be a cardboard wallet folder, or maybe a popper pocket, or I use zipper bags as they come in different sizes depending on what you are storing. Label your folders and you can add to them or take away as you need, to make more space. But remember you can't go over the size of your box!



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Day 22 - Bathroom toiletries

Find all those lost bottles!

Whether you have lots of bathroom storage space or not, the same rules apply: if it's hidden, it's not going to be used. And if you haven't used it for a year, you won't use it again! Get like with like (can you see a theme developing here?!) ie, hair products together, body products together, nail, make-up, etc, and really take stock of what you have. Wilko, Muji and Ikea all do great storage that works in bathrooms and bathroom cabinets. The less you have here, the more in control you will feel. I did my bathroom products the other day and got rid of some hair and detox stuff I was never going to use! Just do it! It makes life easier. And it made someone else happy too!

Day 23 - Bathroom: medicines and first aid

Make sure it's not out of date

If you find yourself scrabbling around when you need the Immodium or a pain killer, you need to get more organised! Section things off so you have wound items together, pain killers together, holiday first aid together, prescription stuff, etc, and then make sure you throw anything out of date. As with the bathroom products, some of the organisational baskets and containers from the High Street will help you organise these. Or, if you have multiple toiletry bags that you are not using, you can keep different types of medicine in each of these.

Day 24 - Digital photos

Stop the frustration

Whilst these don't take up much room for people they are a big source of frustration. It's very easy to take control of them, but also very easy not to. Firstly, make sure your phone camera is backing up to the cloud so you are not losing anything. Different phone types will back up in different ways, or you can choose your own.



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Then also make sure you are getting a copy on a device where you can organise into folders. My photos are organised by different categories: Birthdays, Holidays, Events, Singing, Weddings, to name a few, and then within those, they are organised by date and then title (e.g 16 Sri Lanka or 18 Zac). I would suggest getting your folder structure into place and then doing a bit at a time to clear up from everything you have already. The only issue you are going to have going forward, is making sure that you do sort these into folders at the end of every event.

Day 25 - Cables

Do you know what they are?

Most people have a box of cables which are all tangled up and they don't know which cable is for what! So get all of them together and work out how many of each sort you have. Then work out if you know what they're for – ask a friend if you don't or google it. Then decide how many you need of each type and get rid of the rest. Going forward, every time you get a new piece of technology, put the cable into a freezer bag and label it with what item it is for with a Sharpie. For now, dealing with the ones you have, put all the same ones together in freezer bags so they are together and not tangled.

Day 26 – Party and occasion items

Possibly all covered in fluff!

I've noticed that at the back of everyone's kitchen is a cupboard with 'party items' and no one really knows what is in there, but it is likely to contain a selection of straws, cake boards, candles for cakes, cake cases, freezer blocks, plastic cutlery, etc, etc. Lay it all out on a surface, and really look at what is useful and is going to be used. I imagine that it was all a good idea at the time, but there may be too much fluff now! Like the cables before, freezer bags are a good idea as you can then see what you have and keep the fluff away; but also, make sure it is stored so you can get at it and you can see what you have!



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Day 27 - Your car

Am I cheating? It's not in your home!

My boyfriend's house is messy but his car is clean and has nothing in it. My flat is tidy and organised but my car always has stuff in it. Now that is probably because I use my car for work and so it carries pre-loved items to the charity shop and various dirty items to be recycled. But cars can be a magnet for things that you don't need. My glove compartment is full of marketing collateral but in the side pockets, I know exactly what is there; and once the boot is free of other people's stuff and work paraphernalia, it is all well organised. So get everything out and decide whether it is really necessary to keep it all in the car, and how it can be better stored. Plastic storage containers for the boot are great for things that need to come in and out a lot, as are Ikea blue bags. If you have a car that has an easy place to keep a bag for use as a bin, do that. Sadly I don't, but I've seen some ingenious ideas and you might want to work one out for yourself. Good luck!

Day 28 - Your loft

Do you know what's up here?

Many people use the loft for things which they have no space for elsewhere. But more often than not you probably never go back up for that item. Why are you keeping it if you cannot see it and love it? Now, some people don't have sheds, garages or under stairs cupboards, so seasonal items end up in the loft, for instance ski items and Christmas trees. If this is you, no problem, good place to keep those items! But if you have china that your grandparents owned, but will never use, you may want to think again. A full loft is metaphorically pressing on your home, squeezing the life out of you, so try and keep it free from clutter, to free your mind and help you operate well. Keeping items 'just in case' they grow in value is a common reason for storing things in the loft, and I would counter against this too. I can't tell you how many clients I have with NatWest pigs... and their kids don't want them, so why are they keeping them? Good luck with this task.



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Day 29 - Tickets and programmes

An opportunity for scanning

These are items that can easily be scanned in and then you can dispose of them. You probably only want the front cover as a reminder from the programme, anyway. If you have a specific reason to keep the whole thing, make room in your memory box (see Day 21). If you have performed in things, scan the front page, the list of performers and a page with the running order, and store them digitally. This will save lots of space. The scanning may not be a quick solution but you'll get there eventually. Just make sure you start.

Day 30 - Ornaments and paintings

How do you decide?

I recommend the red dot method for this, so in many ways, this is a daily task, not just day 30. Take a sheet of red dots (or any colour you like). Over a period of 30 days, every time you notice a painting, or an ornament and appreciate it, stick a red dot on it. At the end of the 30 days if you haven't got a red dot on it, it's time for it to leave your home.

How did you do?

So it's the last day of January. How did you do? Did you get through your house? Have you made much progress? What is still to do? Do you have a specific issue you need help with? Let us know how you got on, we'd love to hear from you:

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Resources and Sources: general

[Dymo label maker from Viking](#)

Wayfair – www.wayfair.co.uk

Wilko - www.wilko.com

Ikea - www.ikea.com

Muji – www.muji.eu

[Really Useful Boxes](#)

Resources and Sources: day by day

Additional retailers may offer the same or similar items

Day 10 [Jewellery storage](#)

Day 10 and Day 11 [Drawer dividers](#) or [here](#)

Day 12 [Shoe storage ideas](#)

Day 21 [Zipper bags](#)

Day 21 [Popper pockets](#)

Day 22 [Baskets](#)

Day 25 and 26 [Freezer bags](#)

Day 30 [Coloured dots](#)

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plastic storage containers	16	toiletries	13
plastic tubs	3	toiletry bags	14
plastics	3	tools	2
popper pocket	13	towels	11, 12
prescription	14	toys	10
programmes	13, 17	trousers	6
punched pockets	6	tubs	2
sailing gear	9	under stairs' cupboard	9
saucepans	3	underwear	7
scarves	7	utility room	9
seasonal items	2, 9, 16	wardrobes	6, 9
shed	9	wedding invitations	13
sheets	12	wound items	14
shoe box	9	zipper bags	13
shoe boxes	2, 5		

