MODULE 01

Sandra Forbes Interiors

"The Secret Weapon" Storage Worksheet

This activity will help you think through WHERE you want to store typically used items. You may discover you use items in a different room than they are stored which may contribute to the reason why things aren't put away in a room.

Step 2: Compare checked items to those you have listed on the Zone Worksheet and add item and the size of storage needed if not listed.

Step 3: Analyze and circle checkmarks that need to be moved to a different room.

		Primary Bedroom & Closet	Bedroom2 & Closet	Bedroom3 & Closet	Bedroom 4 & Closet	Primary Bath	Bath 2	Powder	Home Office	Kitchen	Family Room	Living Room	Dining Room	Laundry Room	Mudroom	Entry	Back Entry	Nursery	Exercise Room	Butler's Pantry	Garage	Basement	Den/Study/Library	Sunroom	Pantry	Wine Cellar	Home Gym	Theater Room	Attic/Loft	Utility Room	Uptairs Hallway	Under Stairs Closet	Downstairs Hallway
Auto Care	**Auto Care Supplies**																																	
Bill Paying	**Bill Paying Recordkeeping Supplies**																																	
Cooking/Cleaning	**Aprons**																																	
Cooking/Cleaning	**Baking Pans**																																	
Cooking/Cleaning	**Baking Supplies**																																	
Cooking/Cleaning	**Cookie cutters/Supplies**																																	
Cooking/Cleaning	**Cooking pots & Pans**																																	
Cooking/Cleaning	**Herbs/Spices/Seasonings**																																	
Cooking/Cleaning	**Oils/Vinegars**																																	
Cooking/Cleaning	**Recipes/Cookbooks**																																	
Cooking/Cleaning	**Rice/Pasta**																																	
Cooking/Cleaning	**Small Appliance Storage**																																	
Cooking/Cleaning	**Utensils/Measuring Cups & Spoons**																																	
Cooking/Cleaning	**Kitchen Linens**																																	
Family Dining	**Dishes**																																	
Cooking/Cleaning	**Flatware**																																	
Cooking/Cleaning	**Knives**																																	
Cooking/Cleaning	**Plastic Wrap/Bags/Foil**																																	
Cooking/Cleaning	**Non Perishable Food**																																	
Cooking/Cleaning	**Perishable Food**																																	
Decorating	**Christmas Decorations**																																	
Decorating	**Entertaining Décor/Vases**																																	
Deskwork	**Files**																																	
Deskwork	**Office Machines**																																	
Deskwork	**Books**																																	
Deskwork	**Office Supplies**																																	
Deskwork	**Permanent Records**																																	
Dressing	**Children's Out of Size Clothing**																																	
Dressing	**Current Season Folded Clothing**																																	
Dressing	**Current Season Hanging Clothing**																																	
Dressing	**Handbags/Purses**																																	
Dressing	**Folded Clothes**																																	
Dressing	**Dirty Laundry**																																	
Dressing	**Hanging Clothes**																																	
Dressing	**Infant Care Supplies**																																	
Dressing	**Iron and Ironing Board**																																	
Dressing	**Jewelry and Accessories**																																	
Dressing	**Makeup**																																	
Dressing	**Shoes**																																	
Storage	**Off season Coats**																																	
Storage	**Off Season Folded Clothing**																																	
Storage	**Off Season Hanging Clothing**																																	
Storage	**Off Size Children's Clothing**																																	
Eating	**Chips/Large Bags**																																	
Eating	**Coffee/Tea Supplies**																																	

		Primary Bedroom & Closet	Bedroom2 & Closet	Bedroom 3 & Closet	Bedroom 4 & Closet	Primary Bath	Bath 2	Powder	Home Office	Kitchen	Family Room	Living Room	Dining Room	Laundry Room	Mudroom	Entry	Back Entry	Nursery	Exercise Room	Butler's Pantry	Garage	Basement	Den/Study/Library	Sunroom	Pantry	Wine Cellar	Home Gym	Theater Room	Attic/Loft	Utility Room	Uptairs Hallway	Under Stairs Closet	Downstairs Hallway		
Eating	**Cold Cereal/Breakfast Supplies**																																		
Eating	**Dinnerware**																																		
Eating	**Bar Glassware**																																		
Eating	**Glassware**																																		
Eating	**Entertaining Serving Trays**																																		
Eating	**Flatware**																																		
Eating	**Food Storage Containers**																																		
Eating	**Serving Dishes**																																		
Eating	**Serving Utensils**																																		
Emergency Care	**Medicines/First Aid**																																		
Entertaining	**Yard Games**																																		
Entertaining	**Liquor/Bar Supplies**																																		
Entertaining	**Movies**																																		
Exercise	**Exercise Equipment**																																		
Hobby	**Board Games/Games**																																		
Hobby	**Hobby**																																		
Hobby	**Hobby 1 _____supplies**																																		
Hobby	**Hobby 2 _____ Supplies**																																		
Hobby	**Memorabilia**																																		
Hobby	**Music**																																		
Hobby	**Sports Equipment**																																		
Hobby	**Tools**																																		
Hobby	**Photography Equipment**																																		
Housework	**Bed Linens**																																		
Housework	**Extra Towels**																																		
Housework	**Blankets/Pillows**																																		
Housework	**Cleaning Supplies**																																		
Housework	**Daily Kitchen Cleaning Supplies**																																		
Housework	**Extra Storage Bins**																																		
Housework	**Extra TP**																																		
Housework	**Garbage Supplies**																																		
Housework	**Garden Fertilizers/Bug Sprays**																																		
Housework	**Garden Tools**																																		
Gift Wrapping	**Gift Wrap supplies**																																		
Housework	**Give Away Items**																																		
Holiday Decorating	**Holiday Decorations**																																		
Housework	**Lawn Mower**																																		
Housework	**Mail/Daily Paperwork**																																		
Housework	**Sewing Supplies**																																		
Housework	**Batteries**																																		
Laundry	**Laundry Supplies**																																		
Laundry	**Ironing Supplies**																																		
Laundry	**Socks waiting for a Partner**																																		
Personal Care	**Personal Care Supplies**																																		
Watching TV	**Media and Games**																																		
Watching TV	**Gaming Accessories**																																		
Watching TV	**Gaming Devices**																																		
Pet Care	**Pet Care Supplies**																																		
Pet Care	**Pet Food**																																		
Play	**Toys**																																		
Reading	**Books/Magazines**																																		
Reading	**Reading Accessories**																																		
Exterior Clothing	**Boots**																																		
Exterior Clothing	**Current Season Coats**																																		
Exterior Clothing	**Hats/Gloves/Scarves**																																		
Exterior Clothing	**Keys**																																		
Cooking/Cleaning	Canning Supplies																																		
Sleeping	Bedside Needs																																		
Infant Care	Infant Toys																																		
Infant Care	Diaper and Care Supplies																																		
Studying	Music																																		
Studying	Instruments																																		
Studying	school supplies																																		
Studying	Books																																		