



The 4 Zones

This is your easy to use templet to zoning your home. Use this to identify areas of stress and create a clear plan for your most important things.

Overview

Zones	Description
Zone 1	Most Used and Important objects in your everyday life.
Zone 2	Items not used everyday, but when you need them you NEED them.
Zone 3	Used Infrequently, but you Need them maybe once or twice a month
Zone 4	Rarely Used, but not ready to let them go (you have your reasons)

Material List:

Zone 1	
Think easy to access with no barriers	
Materials	hooks, shelves, open basket, open bowl, mail holder (no lid), trays

Zone 2

Think easy to access quickly with minor barriers (behind a door, in a closet, in a cabinet)

Materials

hooks, shelves, basket, baskets with lids, boxes

Zone 3

Think Out of Sight but Not too far (out of the high traffic area)

Materials

hooks, shelves, basket, baskets with lids, boxes,

Zone 4

Think Out of Sight But Organized (shed, laundry room, garage, utility room)

Materials

hooks, shelves, basket, baskets with lids, boxes, peg board

Possible Items in Each Zone

The Roadmap

Zone 1

- ☐ keys
- ☐ wallet
- ☐ purse
- ☐ bookbag
- ☐ phone
- ☐ eye glasses
- ☐ remote control
- ☐ charger
- ☐ mail
- ☐ Chapstick
- ☐ shoes
- ☐ coats
- ☐
- ☐

☐

Zone 2

- ☐ gym bag
- ☐ shoes
- ☐ coats
- ☐ hobbies (you do every week)
- ☐ jewelry
- ☐ stamps
- ☐ scissors
- ☐ thank you letters
- ☐ extra bags
- ☐
- ☐
- ☐

Zone 3

- ☐ scissors
- ☐ sewing kit
- ☐ lighter
- ☐ candles
- ☐ label maker
- ☐ stamps
- ☐ medicine
- ☐ Band-Aids
- ☐ extra pens, pencils
- ☐ notepads
- ☐
- ☐
- ☐

Zone 4

- ☐ paint
- ☐ paint brushes
- ☐ tools
- ☐ hobby gear (seasonal)
- ☐ building materials
- ☐ needed paperwork (taxes, birth certificate)
- ☐
- ☐
- ☐

Notes

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- These items can all go in different categories based on your needs
 - Identify your zone 1 and 2 items first and decide if you can easily and quickly find them
 - Zone 4 items will be ever changing (think if you were doing a home reno, or the changing seasons)
 - Use what boxes, hooks, and baskets you have first! Feel out the space, and give yourself time to decide what you need for storage.