

# Skerin Model for Ultimate Organization™

**Level I**  
*The Beginning*  
*Lots of Stuff*

**Level II**  
*New Ways of Thinking*  
*Organize and Sort*

**Level III**  
*Transition*  
*Moving to Order*  
*and Efficiency*

**Project Processing...**

## Consider

Short-term  
Long-term  
Seasons  
Needs  
Why is it here?  
Really needed?  
Priorities

## Consider

Use  
Importance  
Aesthetics  
Visuals  
Step Stools & Ladders  
Ease of Access  
Tossing or Selling

**Project Processing...**

**Trickling it  
Down &  
Putting it  
All Together**

### **Level I - The Beginning - Lots of Stuff**

Your Wants – Set goals and objectives.  
Project Scope – Identify the big picture.  
Commitment – Commit to working the process of CHANGE.  
Plan – Schedule – Budget

### **Level II - New Ways of Thinking - Organize and Sort**

Discovery – Realize and uncover valuable space real estate.  
Freedom – Free space to free your mind – embrace purging.  
Realize – Begin to feel uncluttered physically and mentally.

### **Level III - Transition - Moving to Order and Efficiency**

Sort-and-rank for order of importance 1-2-3.  
Sort-and-rank for ease of access 1-2-3.  
Changes and additions: rooms, closets, cabinets, shelves,  
drawers, bins, cubbies, trays, files, pockets, bags, totes, boxes,  
lids, modulars, hooks, pegs, tubes, rings and rods, shapes &  
sizes, grabbers, hangers, wheels, boards,color coordination,  
Labels-Labels-Labels, Indexing