



Closet

ORGANIZING

Guide

by Melinda Grace Organizing

Hey There!

WELCOME TO YOUR CLOSET ORGANIZING GUIDE!

Can't find anything to wear in the morning? Keep buying that same shirt because you can't find it? Are your kid's toys mixed in with your shoes & jewelry?

Overwhelmed? Stuck? Don't know where to start?

You're in the right place! If you walk through my 5-step G.R.A.C.E method you'll have your very own boutique closet in no time.

Ready to Reclaim Your Space with
G.R.A.C.E.?



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I believe that
distraction and isolation
caused by a cluttered
home can create a
cavern in our souls,
keeping us from hearing
God's voice...

Melinda Grace

Reclaim Your Space with
G.R.A.C.E.

G.R.A.C.E

5-Step Method

gather

At your first organizing session, GATHER ALL the items in the space being organized & sort them into categories.

release

Next, review each item one by one & make decisions. Decide what to keep and what to RELEASE aka donate, sell, & throw away.

acquire

ACQUIRE any containers, bins, boxes, shelving, custom labels & other tools needed to contain the "KEEP" items.

cultivate

In this phase, carefully give each item a home using the acquired bins & labels. Put everything away in an organized system that meets your needs, style, & goals.

enjoy

Take a moment to celebrate & ENJOY your calm, organized space.

curate

BONUS: As you organize your space and put things away, take time to add style & design. This will make restoring your space a beautiful experience.

HOW TO

Declutter

Gather

**THE FIRST
STEP IN THE G.R.A.C.E. METHOD IS
GATHER.**

“In this first step, we are GATHERING
and planting seeds for our success. We
are going to
GATHER three things: 1) Goals, 2)
Organizations, and 3) Items.”

Melinda Grace

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GETTING *Started*

01

GATHER YOUR GOALS

What are your goals for your closet? What do you want to achieve? How soon do you want your closet organization project completed?

02

GATHER YOUR MATERIALS

Gather and/or purchase the materials you would like to use for your decluttering process, i.e., Post-it notes, Sharpies, trash bags, boxes, scissors, tape, all-purpose cleaner, & paper towels. Use my [Amazon Organizing Shopping List](#) to make this step super easy!

03

GATHER YOUR CHARITIES

Now's the time to plan ahead and decide where you're donating, selling, or consigning to. Having a list gathered up front, makes it easier to release your items later.

05

GATHER YOUR ITEMS

Now's the time to gather all the items in the space you are decluttering. Group them into categories, aka "like with like."

HOW TO

Release

Release

STEP THREE: RELEASE YOUR PHYSICAL ITEMS

“Here is where you will physically go through each item one by one and make decisions—keep, toss, donate, sell, recycle.”

Melinda Grace

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Release

USE BOXES OR BAGS

keep

Place items you, or your family, use regularly, you love, or are essential to modern life in this box or bag.

donate

Place items that are in good condition that you are willing to donate to a worthy cause, such as Salvation Army or your favorite charity in this box.

sell

Place anything in excellent condition and has a good resale value in this box. If you are unlikely to get around to listing the item for sale or consigning, donate it instead.

move

This box is for items that belong in another room or area of the house. Move the items to their correct homes once you've gone through everything to save yourself some trips.

trash

Place any ripped, torn or stained items in this box. Caution: do not hold on to items thinking you will fix them at a later date, unless you really will fix them.

idk

This is the I DON'T KNOW bin. If you come across an item that you don't know what decision to make yet, simply put it in the IDK bin and then decide when you're ready.

Sentimental ITEMS

01

No Guilt

If the item brings up guilt or negative feelings, let it go. Life is too short!

02

Ask For Help

If you find it hard to let go of clothing or accessories because of sentimental reasons, but you want to let them go, call a friend! Have them come over and help you say goodbye.

03

Give Thanks

I find it helpful if I get stuck on a sentimental item to pray! Thank God for this blessing. Ask God to help you let it go to the next person who needs it.

04

Take a Pic

Snap a quick pic on your phone of the item and save on your computer. Another really cool option is an [app called Artifacts](#). It lets you snap a pic and write your story of why the item is so meaningful to you.

05

Archive It

If you know you want to keep several sentimental items, consider acquiring archival grade storage boxes that are acid-free. Many people have room on the top shelf in their closets for one or two beautiful boxes of memorabilia.

CHECKLIST TO

Release

The CLOSET

CLOTHING

- Socks without a match or holes
- Items not worn in the year
- Shirts with stains
- Ill fitting clothing
- Event t-shirts
- Excess or mismatched hangers
- Torn or ripped items
- Shipping boxes
- Items that don't suit your lifestyle
- Scratched eyewear
- Unnecessary duplicates
- Uncomfortable underwear
- Dress-up or costume clothing
- Excess bottoms
- Excess dresses
- Excess tops
- Excess jackets
- Ragged knitwear and underwear
- Old school backpacks
- Miscellaneous items

ACCESSORIES

- Gloves without a match
- Worn out shoes and belts
- Unmatched earrings
- Old or unused bags and ties
- Hose or tights with runs
- Discoloured or broken jewellery
- Miscellaneous accessory items

ITEMS TO REPLACE

“The goal is to be able to find what you need, when you need it, and to be able to put it away quickly. In the organizing world, we call this a system.”

Melinda Grace

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HOW TO

Organize

Acquire

ADD YOUR UNIQUE STYLE & PERSONALITY!

Consider purchasing storage solutions such as baskets, bins, or drawer dividers to keep small items like socks, belts, or accessories organized. Clear containers or labeled boxes can help you see what's inside without rummaging through everything.

My favorite items to acquire to get that closet boutique look are:

Matching Hangers

Display Products

Baskets

Acrylic Containers

Product RECS

01

ACCESSORIES CONTAINERS

I love using these round, clear bins for belts, jewelry or hair accessories

02

DRAWER DIVIDERS

There are plenty of drawer dividers to choose from today! My favorite clear + my favorite bamboo. Don't forget to check out The Container Store too.

03

MATCHING HANGERS

I'm obsessed with the "Lotus" Wooden Hangers at The Container Store. Slimline velvet hangers are amazing too and come in lots of different colors. Pick your fave!

05

HAT DISPLAY STANDS

Splurge on fun ways to display your accessories! I love to showcase hats, wallets, purses, shoes, jewelry, memorabilia, and artwork. Here's my favorite gold metal hat stands to showcase your beloved hats.

To read more about creating a boutique closet and product recs, read my **CLOSET blog here** / melindagrace.com/blog. Note, I may get a little commission for these product recs.

Cultivate

Set up your closet with rhythms that work with your lifestyle & save time + maximize ease.

Think about your current rhythms & routine in your closet. What are they? For example, do you have a morning routine for getting dressed? Do you like it? Do you want to change it?

Define them. Keep what you like. Discard the ones you don't.

TOP 10 CLOSET *Organization Tips*

- Release anything that makes you feel fat, doesn't fit, or brings up bad memories.
- Create a box for memorabilia to store up high
- Acquire ALL MATCHING HANGERS
- Install a custom closet system to maximize space & efficiency
- Create zones for dresses, shirts, pants, skirts, etc. that match your rhythms for getting dressed.
- Hang clothes for how you get dressed--top to bottom. Tops on the top clothing bars, pants on the bottom.
- Mix 'n' match textures of bins
- Add pictures that are meaningful
- Display your jewelry on beautiful stands, trays or boxes.
- Label

Enjoy!

Take a moment to celebrate &
ENJOY your calm, organized
space.

“Whatever makes
you smile and feel celebratory
—DO THAT! Enjoy
accomplishing your
organizational goals!”

Melinda Grace

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G.R.A.C.E.

HOW TO

Maintain

Restore

“Don’t think of it (maintaining organization) as something you have to do... Rather, think of it as a restorative dance of self-care.”

Melinda Grace

Reclaim Your Space with
G.R.A.C.E.

CLOSET

Restore

Daily

- Clear surfaces & floors
- A load a day keeps the chaos away!
- Put away laundry

Weekly

- Clean out your purse
- Throw trash away
- Return non-closet items to their home
- Hang up &/or fold clothes

Every month

- Dry cleaning
- Repair clothes, shoes, or accessories
- Shop mindfully

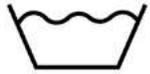
Every 6 months

- I-in-1-out - Release old items
- Rotate seasonal items
- Release torn or stained items

Restore

LAUNDRY GUIDE

Wash & Bleach



MACHINE WASH
NORMAL



PERMANENT
PRESS



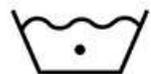
MACHINE WASH
DELICATE



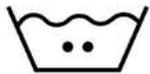
HAND WASH



DO NOT WASH



MACHINE WASH
80 F



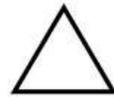
MACHINE WASH
105 F



MACHINE WASH
120 F



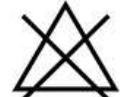
MACHINE WASH
140 F



ANY BLEACH

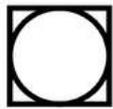


NON-CHLORINE
BLEACH

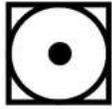


DO NOT BLEACH

Dry



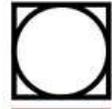
TUMBLE DRY
NORMAL HEAT



TUMBLE DRY
LOW HEAT



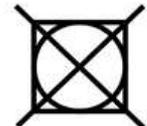
TUMBLE DRY
MEDIUM HEAT



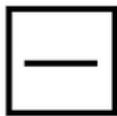
PERMANENT
PRESS



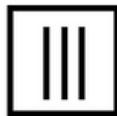
DELICATE



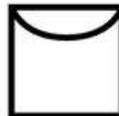
DO NOT
TUMBLE DRY



DRY FLAT



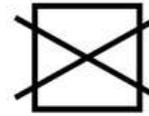
DRIP DRY



DRY FLAT

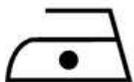


DRY IN SHADE

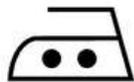


DO NOT DRY

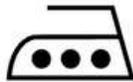
Iron & Dry Clean



IRON
LOW HEAT



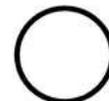
IRON
MEDIUM HEAT



IRON
HIGH HEAT



DO NOT IRON



DRY CLEAN



DO NOT
DRY CLEAN

Restore

STAIN REMOVAL GUIDE



COFFEE

Mix 1/2 cup vinegar + 1 cup water.
Dab onto stain + let sit for 5 minutes. Wash as normal.



MAKEUP

Pre-treat with stain remover + wash in hottest water safe for the fabric.

Lipstick - rubbing alcohol
Foundation - hydrogen peroxide
Oil-based makeup - dish detergent + wash as normal



SWEAT

Create a paste with baking soda + water. Rub into stains + wash in hottest water safe for fabric.



RED WINE

Cover stain with table salt or baking soda.
Soak with stain remover + wash as normal.



CHOCOLATE

Dab dish soap on stain + rinse with cold water. Repeat as necessary.



INK

Dab rubbing alcohol to stain + soak for 15 minutes. Rinse with cool water. Apply stain remover. Wash as normal.



BLOOD

Mix 1 cup water + 1/2 cup peroxide + 1.2 cup baking soda. Apply to stain. Let sit for 20 minutes. Wash as normal.



GRASS

Pre-treat with stain remover. Wash as normal.



GREASE

Cover stain with dish detergent + let sit for 5 minutes. Wash as normal.

**WANT YOUR CLOSET SET UP WITH
ELEGANCE & EASE WITHOUT THE
STRESS OF DOING IT YOURSELF?**

[Schedule a Free Phone Call](#)



Did you know I've written a book? It takes a deep dive into my **signature G.R.A.C.E. organizing method** with heartfelt stories & spiritual inspiration.

[Buy the book HERE.](#)

Thank You



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