ORG
HOME ORGANIZATION SOLUTIONS

Planning Checklist: **GUEST AREA WITH WALLBED**

Key Considerations

Use It *How frequently is it used?*
See It *Should it be visible/displayed or behind a door or in a drawer?*
Plug It *Does it require a nearby outlet?*
Count It *How many items need to be accommodated?*
Move It *Is there a more appropriate place for it?*
Toss It *Is it time to dispose of it?*

	Use It					See It		Plug It		Count It	Move It	Toss It	Notes
	Always	Often	Occasional	Seasonal	Seldom	Yes	No	Yes	No				
All the Stuff													
Bed (wallbed)													
Linens													
Hanging clothes													
Folded clothes													
Overnight bags													
Toiletries													
Night stand													
Reading light													
Books													
Television													
DVD player													
DVD storage													
Alarm clock													
Stereo/MP3 player													
Remote controls													
Telephone/cell/charger													
Beverages													
Other:													