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# ORGANIZING YOUR CRAFT ROOM CHECKLIST

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Any craft room can get overwhelming after a period of time. Whether this is your first organization or you are adjusting your current craft area, this checklist will act as an aid to how well you organize the room. This checklist is to be used as a guide only and not as the absolutely only way to organize your craft room.

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## STARTING POINT

- ☐ Pull out all of your crafting supplies and place in the middle of the room
- ☐ Organize your supplies into categories for easy access later
- ☐ Empty any drawers you have in your craft room
- ☐ Categorize all of the supplies and materials you emptied from your drawers
- ☐ Is there any other crafting supplies you have not added to your piles? If so, add them now
- ☐ Review all of your supplies and make sure they all fit into the correct category. Some items may be needed in more than 1 but you should choose the most frequent usage and place the item there.

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## WORKSPACE AND FURNITURE ARRANGEMENT

- ☐ Move your furniture around until you are happy with the arrangement
- ☐ Do you need more shelf space? This is the time to figure out what you will need to add and leave a space in the room for that piece.
- ☐ Do you need to purchase storage tubs? If, so make sure you buy enough to fit you larger craft supply items.
- ☐ What equipment do you own? Will your equipment fit on the current furniture and still work within your workspace?
- ☐ Arrange computers and equipment into your workspace before adding any supplies.
- ☐ Fill your desk drawers with supplies. Be sure to place the most used items in the top drawers for easy access.
- ☐ Now you drawers are somewhat complete, it is time to start filling shelves and storage bins. Try to keep categories together in the same area.
- ☐ Arrange your bins and other items into your area. This may take some moving around. You want to have the supplies you use the most to be closest at hand.

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## MAKING IT WORK

- ☐ Test out your new arrangement for a few days and see how you like it.
- ☐ Make adjustments until you are completely happy with your craft room.
- ☐ Make sure your room functions for you and your making fun. ☐ Switch off at the end of the day. Do not be tempted to check your email after the working day has finished.