



WARDROBE ORGANISATION WORKBOOK (W.O.W.)



Wardrobe Organisation Workbook (W.O.W.)
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“A Place for Everything and Everything in Its Place”

Reverend Charles Augustus

The above quote was something my Dad used to always say when we were growing up. A place for everything and everything in its place for me is for me the absolute ideal. I love clothes, shopping and as a true Libran love organized, harmonious places. I have also experienced many of the challenges faced by a lot of women when it comes to their wardrobe. I hope this workbook helps you take the first steps to organizing your wardrobe which in turn can have a profound impact on your life.

Make yourself a cuppa. Read this Workbook all the way through including Notes at the end then allocate some time to go follow the steps. Love your wardrobe again. Enjoy getting ready no matter what the occasion and discover how good being more organized in your wardrobe can make you feel – as I did.

Moana

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Welcome to Your
"W.O.W" ...

This is what you will say and feel once you have completed this process. Imagine standing in front of your wardrobe and say "WOW" once it is all organised. You will enjoy getting dressed because you will know what clothes you have and only have clothes that you love in your wardrobe.

Save Time and Money

Surprisingly this exercise is going to save you TIME and MONEY. Here is why. There may be items hanging in your wardrobe that you like to think you will wear and for some reason you still keep bypassing them. Each time you are in a hurry getting ready it takes valuable time to touch, look at and think about that item. **(Time = \$\$\$)**. That item is creating a distraction. The illusion of wearing the item rather than the reality is not practical when it comes to streamlining your wardrobe. Therefore:

- Time **IS** money if you are a busy person and unused clothes take up time as they are a distraction
- Unused quality items could be turned into \$\$ if you wish.
- Knowing what you already have saves \$\$ when out shopping – there should be no more need for mistakes or impulse buying

How Important Is It to You to have an Organised Wardrobe?

The following is a guide for you. How closely you follow the process depends on how ruthless you can be and how important this is to you. This is why writing your goal on page 6 is essential.

Donating or Selling

Remember this is for **your** personal Wardrobe. Depending on the time you have available for advertising and selling and what YOU would like to do, the label “Donate” (see Page 12) could also be used to **sell** the item if you wish to on EBay or Gumtree for example.

Where to Focus Your Energy

I encourage you to **keep it simple** with the Organisation Baskets and focus your energy on seriously questioning the reason **why** each item is in your wardrobe.

If something is hanging there and you don't wear it. Ask yourself **“Why don't I wear this?”**

K.I.S.S. - 3 Baskets Only

The reason I have only 3 Baskets **“Dump” “Donate” “Darn”** is purely to keep it simple so that as you are going through each item you concentrate on the **“Why don't I wear this?”** – and not **“What will I do with it now?”**

For the Diehard Hoarders – After the Audit

The Organisation Baskets can be gone through later **AFTER** you have done the sorting process. If it is all too overwhelming I suggest you transfer the Dump and/or Donate basket into a bag and store it for 12 months. If you don't miss those items, then you will know for sure. It can be a challenging process to go through if you haven't done this for a while.

The Process

The exercise of **thinking about, analysing and dividing** the clothes and accessories into each of these three baskets or choosing to put them back in your wardrobe will be very enlightening.

Your Personal Situation

There are many things to consider when auditing a wardrobe. What is your situation?

- Do you have a large wardrobe that you want to organise or a smaller space and want to compress? It could be that you want to “analyse” your wardrobe to find out where the gaps are for your current lifestyle. Consider the following options and put a tick against anything that applies to you

(A) You have too many clothes?

- Wrong fit, shape, colour and style
- Your lifestyle has changed and your wardrobe is not congruent with current needs
- You have clothes, clothes everywhere but nothing right to WEAR
- Too many “double-ups” which all serve the same purpose
- You are holding onto clothes because of “emotional attachment”
- You have “just in case” clothes that never get worn because that “just in case” event doesn’t happen
- You have clothes to “skinny into” one day
- You have lost or gained weight and your current clothes don’t fit
- Children have left home leaving plenty of space so there has been no need to par down your wardrobe
- You have so many clothes that you can’t see the forest for the trees
- You don’t even know what clothes you own
- You only have a small wardrobe so need to downsize to only what you will actually use, look good and feel good in

(B) Do you have not enough clothes?

- You get invited to events or special occasions and get in a panic because you REALLY DO have nothing suitable to wear
- You held off buying any clothes because you just don’t know what suits you and is right for your lifestyle
- You hate shopping and buying clothes has not been on your list of priorities
- You just have not had the time or funds to add to your wardrobe
- You have more room than you used to and want to work out what the gaps are



Your Personal Wardrobe Goal

WRITE YOUR GOAL/S BELOW IN BIG LETTERS SO THAT YOU CAN REFER TO THIS GOAL FROM TIME TO TIME DURING THE PROCESS

Visualise what is going to make you **feel great about your wardrobe**. You CAN achieve this by following the process.

Examples –

- I want to streamline my wardrobe so that I quickly be ready for any occasion
- I want to actually SEE all my clothes so that I know what I have and don't have;
- I want to find the gaps in my wardrobe so that when I can shop for clothes that I really DO need;
- I want to eliminate the clutter and delete some of my double-ups;
- I want to walk into my wardrobe and feel good about it so that I enjoy getting dressed and putting outfits together

MY GOAL IS

Getting Ready for your Audit

1. Purchase some large bin liners and three plastic laundry baskets so that you can fold clothes neatly into the baskets
2. Print off the Organisation Labels found on Page 12 of this Workbook (Dump/Don't Know, Donate, Darn). There are four labels and three baskets because the "Don't Know" will be superfluous if you have had a Colour and Style Session or are fairly confident with your choices
3. Wear something comfortable that is easy to get on and off just in case you have to dash off somewhere or answer the door. You are going to want to try on some of your clothes to really analyse them.

4. If you HAVE had your Colour and Style Analysed, you will need your Colour Swatch handy and also your Shape Card and Style Book. These will assist you to be analytical about each of your decisions
5. Have a camera or phone ready to take photos if you wish to (see Notes) pen, this Workbook, your Swatch, Shape Card, Style book, labelled baskets and bags and let's get started.

Ok are you now ready to Spring Clean and de-clutter your wardrobe?

Start with your hanging items (Keep in Mind YOUR situation A or B and *YOUR Goal*)

Take each item and ask yourself the following questions

- Is it the right shape? **If Yes =>**
- Is it the right colour? **If Yes =>**
- Does this garment reflect my personality? **If Yes=>**
- Is this garment suitable for my current lifestyle? **If Yes=>**
- Is it the right fit? If Yes HANG BACK UP... **If No=>**
- Could it be made to fit by altering? If Yes or if it needs repair or mending put into the DARN **BASKET**
- If No to all the above, then - Is it in good condition? **If Yes=>**
- Put in the **DONATE BASKET**
- **If No** put into the **DUMP BASKET**

So all the **Yes** items will be back in the wardrobe neatly and the **No** items will be in one of the Baskets

Repeat The Above

Now go through your drawers, baskets and shelves and follow the same steps for each garment, pair of shoes and all your accessories.

Don't Give Up

Each time you feel frustrated or overwhelmed think of the goal that you wrote down on page 6. Also, think of this as a "Discovery Experience" You may be surprised at what you discover that you actually have and haven't worn for ages. It can be like having a whole new outfit. You can learn a lot about yourself and your own style by going through this process. Think about how each garment makes you feel. This can help with working out if it is your "style" or not and also categorising it if that garment makes the grade for you and stays in your wardrobe.

Double Check

So ... NOW with everything in your wardrobe/drawers/ baskets ...

1. You love it
2. You feel good in it
3. It suits you, your shape, colouring and lifestyle
4. It serves a purpose
5. You know that you are definitely going to wear it



Organising

Whether your wardrobe is small or large it needs to be clear to see what you have available to wear.

- Ask yourself “How easy is it to get to the clothes I need in a hurry?” (for example if you go walking or to the gym early in the morning these clothes would need to be easily accessible)
- Our eyes instinctively look from left to right so what you wear regularly should be on the left of your wardrobe. What is worn only occasionally should be on the right.
- Do you have winter clothes mixed in with summer clothes? Do you have space to store out of season clothes elsewhere?

Your Current Lifestyle

The following Lifestyle Percentage Chart will help you realise what clothes are needed or not in your wardrobe and what if any gaps there are for your current lifestyle as well as where to store them. (Use these examples or insert your own) – Be as specific as you like to help identify what you use different types of clothing for - You may wish to write “Smart Casual – Social Dinners, BBQs, Lunch with the girls”, “Business Casual – Networking, Coffee Meetings with Clients” for example

Example of Lifestyle Percentage Chart

% of your Time	Activity
20%	Exercise gear – bike pants, yoga gear, singlets, tee shirts
20%	Home clothes – jeans, tee shirts, dresses
20%	Smart Casual – Good jeans, nice tops, jackets
20%	Business Casual – Skirts, dresses, Jackets, good pants and smart tops
10%	Formal Business – Pants, shirts, jackets, skirts
10%	Formal Wear – Cocktail dresses, long dresses
100%	All the above are examples – complete yours below

From the Lifestyle Percentage Chart, you will see what needs to be easily accessible depending on how often those items are used. In the example above the Formal Business and Formal Wear will be in the least accessible part of the wardrobe.

Your Lifestyle Percentage Chart

% of your time	Activity

- Categorise clothes into the different Activity Areas of your wardrobe according to how accessible they need to be as mentioned above
- Further categorise with all skirts together, pants, together, tops together, shirts together, jackets together.
- I then further categorise again such as knit tops, T shirt tops, camis
- Hang each category in blocks of colour within that category.

I do this categorising for clients when I do a full Wardrobe Audit



Organising your Accessories

Belts

If you don't have the space for a belt hanger a drawer can be used and a rubber band placed around each belt to keep them tidy

Jewellery

Jewellery hanging bags are great and make your fashion jewellery especially easy to see (Howards Storage World) – there are also many available online. I have fashion jewellery colour coded into each bag Other suggestions are:

- Ice cube trays for earrings in a drawer
- Coffee mug trees for necklaces
- Jewellery tidy racks that can be bought from any hardware store

Scarves

Over the door hooks are great for scarves. You can also buy accessory hangers. (Spotlight) – very reasonably priced. There are all sorts of accessory hangers that you can purchase online also.

Shoes

Shoe bags which are pockets on hangers or clear storage boxes can be purchased. There are also racks and boot hangers. I take photos of my shoes and keep the store shoe box to store them. It saves time and keeps the shoes nice and clean. This saves the expense of buying clear plastic shoe boxes, hangers, bags or racks ... depends how many shoes you have!

A Word About Hangers, Drawers and Baskets

When I first started organising my wardrobe I gradually replaced all my odd hangers with black hangers with hooks for clothes which had shoulder straps and hanging tapes. I use wooden hangers for my husband's trousers as they are sturdy and trousers don't get the vertical creases on them as they hang straight from the wooden hanger. The ultra slim velvet hangers are good if you are short of space and they grip well so that straps on garments do not slip off. I have PVC coated wire baskets for exercise clothes and shorts. For visibility reasons I hang as many garments as possible simply because it is easier to see what you have and it keeps everything from wrinkling. Swimwear I keep in a drawer and also cover-ups, pashminas and shawls and small clutch purses

Suppliers

Ebay have a lot of different Wardrobe Organisation Options as do Howards Storage World, Spotlight, K Mart, Target and Ikea

There are just so many different ideas available if you wish to source any wardrobe organising accessories. It depends on your preference of material and colours.

Creating Outfits

During this process you may discover accessories and garments that you had forgotten about. You may be inspired and find items that would look terrific together. Lay them on your bed and take a photo for future reference. If you really want to streamline your time a “Look Book” can be created. This may seem time consuming but will save a lot of precious time later when you are wanting ideas. You know how sometimes you successfully put together a great outfit and even surprise yourself? How about making it easy to recreate that complete outfit at a later date? If you take the time to photograph yourself (or have a friend do it for you) and save all the photographs into a document for printing. You can divide the Look Book into different Sections - Casual Weekend/ Business/Formal Occasions/Social. This is the reason I have suggested keeping a camera or phone handy for photos while going through your wardrobe.

This is where the percentage table you created above will be useful again as you can create a Look Book with sections labelled the same as the right hand column in your table.

“For every minute spent organizing, an hour is earned”

Benjamin Franklin



Your Labels to Print off for your Organisation Baskets

(may not need first label)



<p>DON'T KNOW</p> 	<p>DUMP</p> 
<p>DONATE</p> 	<p>DARN</p> 

Grab some tape and stick one of these onto each of your baskets

NOTES

DUMP

This is a basket that could be for donations as some charity donation boxes will take clothes that are not in good condition and the money still goes to a good cause. This basket would be for clothes that are beyond repair and have seen better days plus do not fit all the other criteria.

DONATE

There are many ways that you can “pay it forward” and make someone else feel really good by giving your clothes a good home. Following are some details of charitable organisations that would really appreciate your clothes and you know that they will help someone in need

-<http://suitedtosuccess.org/>

-<https://www.givenow.com.au/otherways/clothes>

or there are the Salvation Army or Lifeline charities in your area or State

Also friends, family are usually very happy to benefit from your wardrobe audit exercise. I know that mine are!

If you spent a lot of money on garments, shoes or bag and just haven't worn them for whatever reason selling is a great idea. A lot of people constantly sell clothes online. A good rule of thumb if the article is in perfect condition would be 70% of the value or retail price that you paid. Prepaid satchels from Australia Post are an easy way to send the article once you have been paid for the item – Ebay and Gumtree are easy to use when selling items. The following website provides guidelines for selling.

<http://pages.ebay.com/help/sell/sell-getstarted.html>

DARN

“Darn” = Any clothes that need repairing or altering. A hem repairing that may have been coming down, split seams that you may not have noticed before. Alterations make the garment fit better - sleeves that are too long or too short (see my article on the correct fit of garments on www.beautyglow.com.au/Blog), side seams that can be taken in or necklines changed. If you do wish to have a wardrobe audit done Moana always has great suggestions on how slightly tweaking a garment can make all the difference if the colour is right and you love it.

I have provided some labels at the end of this Workbook if you wish to make notes on the garments in this basket.

OPTIONS

Of course there are other options – if an item is really out of date you could consider making a Fancy Dress Box ... you just never know! The main goal is to de-clutter your wardrobe and the result will be so rewarding. By simplifying the exercise of what to do with your clothes we make as painless as possible. You would be surprised at how analytical you can be with each garment when you make it a process and ask yourself the questions.

SEASONS

I recommend as a first step before even starting your wardrobe audit to separate the seasons. How you separate winter from summer clothes and in-between, again, depends on size of wardrobe space and where you live – how extreme season changes are.

Just imagine ... walking into your wardrobe and knowing that EVERY item in there is wearable by you for the right reasons ... you FEEL good wearing that item, you know you LOOK GOOD in what you are wearing therefore you have confidence in that garment or article and WOW your wardrobe looks FANTASTIC, CLEAN and UNCLUTTERED

Special For You

If you would like to take advantage of a Spring/Summer Special - Complimentary Half Hour Wardrobe Audit with every full Colour and Style Session please feel free to contact me and I would be happy to help

or

Full wardrobe audits are a minimum of two hours – Please contact me with any questions on these or any other personal styling services.

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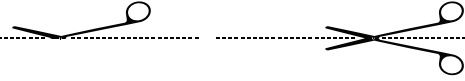
Qualified Image Consultant providing personal styling services

including Colour Analysis, Body Shape Analysis, Advice on Personal Style,

Skincare and Make-up, Wardrobe Audits and Personal Shopping

Labels for "Darn" Basket - Circle Darn or Alter
What = Hem shorted Where = Sleeves Note = 2cm

(Print off a couple of these pages, cut up the labels and pin to garments)



DARN or ALTER

What:

Where:

Note:



DARN or ALTER

What:

Where:

Note:



DARN or ALTER

What:

Where:

Note:



DARN or ALTER

What:

Where:

Note:

