

THINGS TO KEEP IN MIND WHEN PURGING:

Do I use it often? If the answer is yes, it stays in the supplies drawer. If not, then keep reading...!

Do I need it? If not, then it's rubbish!

Is it here just because I don't know where else to put it? A lot ends up here because the answer to this question is YES! If you don't need it often, below is some advice on how to find new homes for them.

EXAMPLES OF ITEMS THAT CAN STAY IN A SUPPLIES DRAWER:

- Pens, pencils, scissors, cellotape etc
- Notepads & mitzvah notes
- Coins
- Dummies
- Hand cream, lip balm
- Kids hairbrush & elastics, spray
- Mints
- Elastic bands
- Batteries and screwdriver (for toys) - if you don't have too many
- Plasters

If you need to, and you have the room, you can allocate one small-ish compartment as a "dumping" spot. This is where you can quickly stash items away when you don't have time to decide where to put them. However - this is only allowed if you clear it out every week! If you don't commit to that then it will end up spilling over into the rest of the drawer and you'll be back where you started in a few weeks' time...

PLEASE NOTE: The above list is just a guide! If you don't use some of the items here regularly or you use other things not listed here, then adjust this list accordingly. The aim is to have this space set up functionally with the stuff YOU use often.

FINDING NEW HOMES FOR ITEMS THAT DON'T BELONG:

- The rule of thumb is to keep things where you use them. Or at least close by. Think of keeping things like parking vouchers, sunglasses, library cards & Oysters near the front door.
- Dedicate a cupboard, or even just a shelf, on the main floor of the house for utilities. This is for hardware & tools and can hold a number of items like tape measures, batteries, torches, Allen keys & if you're inclined to keep instructions & manuals, they can live there too (although remember, most manuals are available online).
- If you come across an item and you're not sure what it is and if it belongs to something, you can have a "spare parts" box in your utilities cupboard. This is for those random items that you don't know if you should throw out or not. Then you'll know where to put them and where to find them.
- Kids bit & bobs: Their real home should be in their bedroom but have a file/box for each child somewhere downstairs that you can toss these random items into for them to deal with.

A WORD ON PAPER MANAGEMENT:

Paper needs a system all for its own, a topic we won't be tackling today. For now it's enough to throw out what you don't need, find a box or file to put anything you want to keep but don't actually need to "do" anything with it (receipts, statements etc), and keep a tray or file for all papers you need to action. Try NOT to keep this in your supplies drawer. Paper is a whole other category!