Linen Closet

Artful Sorting  Get the new year off to an organized start with a well-ordered linen closet. Divide sheets and towels into clear categories and keep them in easy view. Color coordinate towels by bathroom. Separate sheet sets by bed size, and make them easier to grab by stowing them on dish-stacking shelves labeled with hanging tags.
Top Drawer Quarter-sheet pans are perfect dividers for shallow desk drawers, right. Stow extra school supplies for the kids in one, your bill-paying tools in another, and grab-and-go essentials—lint brush, lip balm, sewing kit, gum—in the last.

HOME OFFICE

Drop Zone

Keep clutter at bay by setting up a multi-purpose work station near your home’s entry. It’s the perfect spot to hang your purse or briefcase, charge electronic devices, and store paperwork. Alve secretary, $199; ikea.com

BY THE LETTER Stack trays on top for items you want in sight and in mind—bills to pay and outgoing mail, for example.

A TO Z A file box holds materials you need to access regularly, such as recent receipts or school information.

CHARGING STATION A small tray, dressed up with a ribbon, is a tidy place to stow your phone, BlackBerry, or iPod.

CATCH-ALL Try a hardware store toothbrush-and-tumbler holder (as little as $5) for pens. Add S-hooks for keys.

PURSE HOOK A robe hook keeps a bag or purse in easy reach when you’re on the go.

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Clever Tricks

To keep sheet sets together, cinch with a ribbon belt (make your own or use one you don’t wear anymore). Or fold the pillowcases lengthwise and wrap them around the folded flat and fitted sheets, as on page 15.
**KIDS’ ROOM**

**Belt It Out** A canvas belt made for gardening tools makes a great holder for art supplies. Velcro the belt to the edge of a child’s table and tuck the straps out of sight.

Jade Fig Canvas Garden Belt, $65; hableconstruction.com

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**Clear View** Storing bulk pantry items in same-shape containers saves space, but what to do with the cooking directions? Attach clear adhesive pockets to the outside of the containers then slip in the info. M.O. adhesive Business Card and CD Pockets, $5–$6 per set of 5; seejanework.com

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**Bright Idea**

Amanda Catalanotto, a mom and professional organizer, uses what she calls a “transfer basket” to gather everything that needs to go out the door the next day—library books, bills to mail, schoolwork. The basket is hauled into the car every morning and is brought back into the house when errands are done. “The transfer basket has changed my life,” she says. See our story on Amanda’s house, page 35.

For buying information see page 125.