

HOME ORGANIZATION PLAYBOOK

Coastal-Inspired Minimalism

Create Functional, Beautiful Spaces | Declutter with Purpose | Maintain with Ease

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INTRODUCTION TO COASTAL-INSPIRED MINIMALISM

Coastal living embodies a philosophy of space, light, and essential beauty. Homes by the shore are necessarily minimal—salt air corrodes excess, space is precious, and clutter disrupts the calm rhythm of coastal life.

Coastal-inspired minimalism isn't about deprivation or sparse aesthetics. It's about creating homes where every item serves purpose or brings joy, where space allows light and air to move freely, and where maintenance is sustainable. This creates calm environments where presence becomes possible.

Core Principles

Keep less to appreciate more: Fewer items mean deeper relationship with what remains.

Function before decoration: Every item should serve purpose. Beauty follows functionality.

Quality over quantity: Choose well-made items that last rather than cheap multiples.

Light and air matter: Clear surfaces and open spaces physically brighten homes.

Seasonal rhythm: What matters changes with seasons. Organize accordingly.

Maintenance must be sustainable: If something requires excessive upkeep, it's not worth keeping.

Beauty is simplicity: Restraint in color, pattern, and texture creates calm.

Systems prevent backsliding: Organization systems must be so simple they're effortless.

Kitchen Organization

The kitchen is functional center and often gathering space. Organization must prioritize ease of cooking while maintaining beauty.

Step-by-Step Process

- Remove everything from one category (plates, bowls, glasses) to assess actual quantity
- Discard broken items, duplicates, and things never used
- Keep only dishes that work together visually and functionally
- Group similar items and store near point of use

Keep/Donate/Discard Framework

- KEEP: Versatile, usable dishes; tools used regularly; favorite glassware
- DONATE: Duplicate items; specialty gadgets rarely used; chipped dishes
- DISCARD: Broken items; expired spices; dried-out condiments

Organization Solutions

- Dishes: Store in accessible cabinets, organize by category (plates, bowls, mugs)
- Glasses: Clear cabinet or open shelving shows beautiful glassware
- Food: Group by type in clear containers with labels; discard packaging
- Cooking tools: Utensil drawer with dividers; hang frequently used items
- Pantry: Label containers; organize by meal type (breakfast, snacks, baking)

Maintenance Routine

- Daily: Wash dishes, wipe counters, empty sink
- Weekly: Clean inside microwave and refrigerator
- Monthly: Organize one drawer or cabinet
- Seasonal: Deep clean oven, refrigerator coils, cabinet interiors

Bedroom Organization

Bedrooms are rest sanctuaries. Organization should support sleep, calm, and personal renewal.

Step-by-Step Process

- Clear surfaces entirely; fold and store items properly
- Assess bedding—keep what supports good sleep

→ Review clothing: wear test garments; keep only what fits and flatters

→ Organize to minimize visual clutter

Keep/Donate/Discard Framework

- KEEP: Bedding that's comfortable and attractive; clothing that fits and feels good; furniture with purpose
- DONATE: Mismatched sheets; clothing in wrong sizes; decorative items that feel heavy
- DISCARD: Broken furniture; stained bedding; worn-out clothing

Organization Solutions

- Bed: Invest in good sheets and one extra set; store linens in under-bed container
- Clothing: Organize by type (shirts, pants, etc.); use hangers consistently
- Nightstands: Only essential items—book, lamp, water glass
- Closet: Use matching hangers; fold sweaters; store seasonal items separately
- Surfaces: Keep clear except for essential furniture and one decorative item

Maintenance Routine

- Daily: Make bed; put clothes away immediately
- Weekly: Change sheets; tidy closet
- Monthly: Donate clothing that doesn't feel right
- Seasonal: Rotate seasonal clothing; reassess what's working

Bathroom Organization

Bathrooms function best when organized for easy access and quick tidying. Excess creates moisture and mildew issues.

Step-by-Step Process

→ Empty cabinets and drawers completely

→ Discard dried-up products and expired medications

→ Keep only daily-use items and backups

→ Install storage that maximizes limited space

Keep/Donate/Discard Framework

- KEEP: Daily toiletries; one set of backup items; quality towels
- DONATE: Duplicate products; skincare items that didn't work; excess towels
- DISCARD: Expired medications and cosmetics; dried-up products; damaged towels

Organization Solutions

- Under sink: Use pull-out organizers; store cleaning supplies separated from personal items
- Counters: Minimal—only toothbrush holder and daily-use items
- Cabinets: Clear containers for cotton balls, Q-tips; labeled boxes for categories
- Medicine cabinet: Organize by type (medications, first aid, skincare)
- Towel storage: Rolled or folded neatly; keep only what fits

Maintenance Routine

- Daily: Wipe down counters; hang towels to dry
- Weekly: Mop floor; clean mirrors and fixtures
- Monthly: Organize one storage area; discard dried-up products
- Seasonal: Deep clean behind/under cabinets; check for mold

Living Room Organization

Living rooms are gathering and relaxation spaces. Organization should support both while maintaining visual calm.

Step-by-Step Process

- Create categories: seating, tables, decor, storage, entertainment
- Remove items that don't contribute to function or beauty
- Assess furniture—keep only pieces actually used
- Organize remaining items by category

Keep/Donate/Discard Framework

- KEEP: Furniture that's comfortable and fits the space; books regularly read; decor that matters
- DONATE: Unused furniture; duplicates; decorative items feeling stale
- DISCARD: Broken items; magazines/papers taking space; worn-out seating

Organization Solutions

- Seating: Choose comfortable, quality pieces; arrange for conversation
- Entertainment: Store media in cabinets; use baskets for remotes and cables
- Books: Organize by category or height; display favorites; donate unread books
- Decor: Keep art and objects to 3-5 meaningful pieces rather than many
- Storage: Use closed storage for everyday items; display only beautiful things

Maintenance Routine

- Daily: Fluff pillows; fold throws; tidy surfaces
- Weekly: Vacuum and dust; wipe down furniture
- Monthly: Reorganize one area; reassess what's working
- Seasonal: Rotate decor slightly; donate items no longer loved

Closet Organization

Closet organization makes daily dressing easier and helps identify true style preferences.

Step-by-Step Process

- Remove everything; try each item on
- Assess fit, condition, and honest likelihood of wearing
- Keep only items that fit well and make wearer feel good
- Organize for visual clarity and easy selection

Keep/Donate/Discard Framework

- KEEP: Items that fit well; pieces worn regularly; quality staples; items genuinely loved
- DONATE: Wrong sizes; items kept 'someday'; pieces not worn in a year
- DISCARD: Stained or damaged clothing; stretched-out items; uncomfortable pieces

Organization Solutions

- Color grouping: Organize by color for easy coordination
- Hanging: Shirts, dresses, pants on matching hangers; all facing same direction
- Folding: Sweaters, jeans folded; store vertically to see all items
- Accessories: Use shelf dividers or small boxes for jewelry, belts, scarves
- Seasonal: Store off-season clothing in clearly labeled containers

Maintenance Routine

- Daily: Hang or fold items immediately after wearing
- Weekly: Check for wrinkles; iron as needed
- Monthly: Try pieces on; donate if they don't feel right
- Seasonal: Switch seasonal wardrobes; donate worn items

Office Organization

Functional offices support focus and productivity. Organization minimizes distractions and keeps essentials accessible.

Step-by-Step Process

- Purge papers: Keep only documents needed for reference or records
- Assess office supplies: discard duplicates and dried-out pens
- Organize by workflow: frequency of use determines storage location
- Create systems for ongoing papers and digital files

Keep/Donate/Discard Framework

- KEEP: Essential office supplies; frequently referenced documents; reference books
- DONATE: Duplicate supplies; magazines; books no longer needed
- DISCARD: Dried-out pens; obsolete documents; broken equipment

Organization Solutions

- Desk: Only current project and essential items; clear daily
- Papers: Use filing system; digitize what possible; keep only necessary documents
- Supplies: Desk drawer with dividers; shelves for frequently used items
- Cables/charging: Use labeled cord organizers; store near where needed
- Reference: Keep only currently used books; donate the rest

Maintenance Routine

- Daily: Clear desk of completed projects; file papers
- Weekly: Organize filing; delete digital clutter
- Monthly: Deep clean desk and surfaces; organize one drawer
- Quarterly: Review papers; shred old documents; reorganize as needed

Garage Organization

Garages become dumping grounds easily. Systematic organization prevents this while making items accessible.

Step-by-Step Process

- Empty completely if possible, sorting into categories
- Honestly assess what's actually used
- Donate or discard unused sports equipment, tools, seasonal items

→ Organize remaining items by category and frequency of use

SEASONAL DEEP-CLEAN CHECKLISTS

Spring

- Wash windows and window screens
- Deep clean refrigerator and freezer
- Wash wall sconces and light fixtures
- Rotate and flip mattresses
- Clean under and behind large furniture
- Dust ceiling fans, baseboards, crown molding
- Organize closets; transition seasonal clothing
- Deep clean oven and stovetop
- Wash cabinet interiors
- Clean light bulbs and shades

Summer

- Clean air conditioning filters and vents
- Wash exterior windows and gutters
- Deep clean closets; remove winter storage
- Organize outdoor storage and furniture
- Clean interior window sills and tracks
- Wipe down all cabinet exteriors
- Deep clean laundry room
- Wash rugs and clean under furniture
- Organize pantry and donate expired items
- Clean refrigerator coils

Fall

- Deep clean oven and microwave
- Prepare for cold weather; service heating
- Transition seasonal clothing; store summer items
- Clean and dust all baseboards

- Wash cabinet interiors
- Deep clean bathrooms; replace shower heads
- Rotate and flip mattresses
- Clean light switches and door handles thoroughly
- Organize linen closet
- Deep clean living areas; declutter decor

Winter

- Deep clean kitchen appliances
- Wash all bedding including mattress protectors
- Organize closets; assess seasonal clothing
- Clean inside cabinets and drawers
- Deep clean bathroom grout and tiles
- Wipe down all door frames
- Organize entryway for winter gear
- Deep clean under and behind furniture
- Organize pantry and consolidate storage
- Clean light fixtures and trim

CAPSULE WARDROBE BUILDING GUIDE

A capsule wardrobe consists of versatile, complementary pieces that mix and match. This system reduces decision fatigue and clothing volume.

Foundation Pieces (neutral colors)

- White button-up shirt
- Navy or black cardigan
- Well-fitting jeans
- Black pants
- Neutral sweater (gray or cream)
- White t-shirt

Accent Pieces (1-2 colors)

- Striped shirt (navy/white or similar)
- Colored top or sweater
- Patterned scarf

Outer Layer

- Neutral blazer
- Cardigan (second one, different color)
- Jacket appropriate to climate

Bottoms

- Neutral trousers (camel, gray, navy)
- Shorts
- Skirt or dress

Shoes

- White sneakers
- Neutral flats or loafers
- Casual shoes for daily wear

■ Dressier option (heels or nice flats)

KITCHEN PANTRY ORGANIZATION SYSTEM

An organized pantry makes cooking accessible and prevents food waste. Clear containers and logical grouping are essential.

Container System

- Use clear containers for dry goods (grains, pasta, flour, sugar)
- Label every container with content and date
- Use same-size containers for visual consistency
- Store containers on shelves with labels facing forward

Pantry Zones

- **Breakfast:** Cereals, oats, granola, coffee, tea
- **Grains:** Pasta, rice, quinoa, couscous
- **Baking:** Flour, sugar, baking soda, vanilla, chocolate
- **Snacks:** Nuts, dried fruit, crackers
- **Oils & Condiments:** Olive oil, vinegars, sauces
- **Canned goods:** Organize by type (vegetables, soups, beans)

Maintenance

- Check expiration dates monthly
- Rotate older items to front when restocking
- Clean shelves quarterly
- Update labels as items run out

DIGITAL ORGANIZATION: PHOTOS, FILES & EMAIL

Photo Organization

- Create yearly folders (2024, 2025, etc.)
- Within each year, organize by month or event
- Delete duplicates and unfocused photos immediately
- Use backup system (cloud storage, external drive)
- Create albums for important events and people

File Organization

- Create main folders by life area (Finances, Health, Home, Work, Travel)
- Use subfolders by year when applicable
- Name files clearly with dates when relevant
- Delete duplicate and obsolete files quarterly
- Archive old files rather than keeping in active folders

Email Organization

- Create folders for ongoing projects, people, and commitments
- Unsubscribe from newsletters not actively read
- Use filters to automatically sort incoming mail
- Archive emails after resolving (don't keep inbox as to-do list)
- Process inbox to zero monthly

- Day 26: Jewelry box or accessories
- Day 27: Home office filing
- Day 28: Sports equipment or hobby items
- Day 29: Vehicle interior and trunk
- Day 30: Create a donation bin and prepare to take it out

MAINTENANCE SCHEDULES AND HABIT TRACKERS

Daily Habits

- Make bed
- Wash dishes / load dishwasher
- Tidy living spaces
- Put items in designated homes

Weekly Habits

- Change bed sheets
- Clean bathroom
- Vacuum and sweep
- Dust surfaces
- Do laundry

Monthly Habits

- Deep clean one room
- Organize one storage area
- Donate items not working
- Check expiration dates
- Assess systems and adjust

Seasonal Habits

- Rotate seasonal clothing
- Deep clean entire home (1-2 weeks)
- Assess and donate items no longer needed
- Reorganize seasonal storage
- Update home systems as needed

