



Looking Your Best

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Closet Audit 101

Simplify Your Life

Cleaning out your closet might seem like the lowest priority on your already bursting “to do” list. Your cluttered closet may be keeping you hostage to a scattered and hurried image every time you get dressed. “There is a connection between closet space and head space”, claims Karen Robock of Glow magazine.

There is a connection between holding onto clothes and accessories that you rarely, if at all, wear and your ability to feel unburdened to face your day or event. Looking Your Best is providing you with a simple “anyone can do it” closet audit worksheet to **declutter** your closet space and therefore your headspace. I dare you.....go ahead and pare down to a wardrobe that serves you instead of one that enslaves you. Give yourself time to declutter your closet. Good luck! And call if you need help!

A. Remove from your closet everything that:

- **does not fit.** Try clothes on to ensure proper fit. A common misconception is pant length: hems should end $\frac{1}{8}$ inch from the floor. Really!
- **is worn out.** Look carefully at button holes, cuffs, collars and hems.
- **is outdated.** If the item is more than 5 years old, it is probably outdated. Check fashion magazines or ask people you admire to determine if your clothing items are current.
- **you have not worn for a year.** If the clothing item is for special occasions, move it to a separate storage closet so as to not take up valuable space in your everyday closet or move it to the back of your closet. If it is not a “special occasion garment”, then why haven’t you

worn it? Decide if it is worth making it work into an outfit - or toss it.

- **you do not feel wonderful wearing.** It is better to have less clothing that you look and feel great wearing than a closet full of clothes that “will do”.
- **does not support your colour, style, image and quality.** Need help figuring out your best colours, shapes of clothing, style of clothing? Looking Your Best offers Colour Analysis* and Body & Style Analysis.*

B. Organize this discarded clothing into four piles:

Pile #1: Repair or Alter

You want to keep these clothes but they are in need of repair or tailoring. For example, a button needs to be sewn on, pants or skirts that need hemming. These clothes should not be returned to your closet until they are ready to wear. It may be worth taking the item to a tailor.

Clothes that don't fit and are:

Pile #2: Too Small

If you cannot fit into these clothes right now, they need to be out of your closet! Box and label them, “Clothes That Are Too Small”. It is very important to date this box. One year from now, if you haven't gone back to those clothes, it's time to give them away. Sharing is almost as good as wearing! Store this box out of sight. Do not leave it in your closet; they will migrate back into the cycle.

Pile #3: Too Big

If you cannot wear these clothes right now without looking like you've borrowed someone else's clothes, they need to be out of your closet! Box and label them, “Clothes That Are Too Big”. It is very important to

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date this box. One year from now, if you haven't gone back to those clothes, it's time to give them away. Sharing is almost as good as wearing! Store this box out of sight. Do not leave it in your closet; they will migrate back into the cycle.

Pile #4: Discard Clothes

You don't want these clothes. They are worn out, outdated, or you just don't like them. These could also be pants that are too short! The key here is to give them away as soon as possible! Do not let that pile of discards hang around because they will migrate back into your closet. Box them up, put them in your car and take them to charity... now!

C. Organize the clothes in your closet:

Anything that does not belong to "getting dressed" does not belong in your closet! Your closet is a place for inspiration to clothe yourself; to reflect the image of who you are and how you want to be seen. It is not a place to store luggage, unhung pictures, old school uniforms and medals, or the kitchen sink. Your closet is not a storage unit. Declutter. Keep it clean. Keep it tidy. Keep it simple. You will be amazed at your newfound anticipation to get dressed with a clear headspace.

(1) Current season

Keep spring & summer together and fall & winter together. If possible, store the out of season clothes in another closet. If not, put the off-season clothes in the back of your closet.

(2) Lifestyle

Sections will be divided into:

- Business
- Dressy
- Casual

- Leisure
- Active

Organize each lifestyle section by item, then by colour. This is will be a huge timesaver when getting dressed in the morning!

(3) Item

Hang each type of clothing item in groups. Group dresses, skirts, pants, capris, shirts, tank tops, camisoles, and jackets. Hang tops and dresses ranging from sleeveless to long sleeves. Never hang sweaters. A “puck mark” will develop in the shoulder that will not flatten and the shoulder line will be distorted. Fold sweaters and store in drawers or on shelves.

(4) Colour

Organize each group of clothing items from lightest colour to darkest.

All the pants, capris, skirts, dresses, jackets, tank tops, camisoles, etc. should be sorted firstly by colour, then by sleeve length. For example, the tops should start with lightest colour and shortest sleeve gradually working towards longest sleeve, then the next darker colour starting with shortest sleeve to longest sleeve and so on.

If this decluttering and organizing of your closet is daunting, do not despair. Call [Looking Your Best](#) for help.