

What's in your shed right <u>now</u>?

You may be thinking, "Well, Christmas stuff, tools, some lawn equipment..."

And that may all be true, but let's dig a little deeper. Do you actually know, specifically, what is in your shed?

Are you:

- tired of clearing out the shed just to find one thing?
- tired of looking inside the wrong box, multiple times, before finding the right one?
- tired of friends borrowing things, but then not being able to remember what they borrowed or when?

If so, then it's time to step up your shed organizational game. A few extra steps now will decrease your frustration down the road.

HERE ARE A FEW THINGS TO GET YOU STARTED:

- 1. Clear out your shed, organize into categories and label each box.
- 2. What to shed or not to shed...a lot of items in your shed, need to be shed from your life. Ask yourself some questions to decide what you need to keep and what you should get rid of:
 - a. Have you used this item in the last 2 years?
 - b. If you got rid of this today, would you regret it 5 years from now?
 - c. Will anyone else in your family care or have a sentimental attachment to anything that you are considering throwing away?
- 3. Create a list of everything in your shed. Write down what type of box it is in, what category the item is, and the approximate location you've placed it. Use the checklist on the next page to help you get started!
- 4. Create a checkout system for when friends borrow your things. This way you can keep up with where your items are and when you can expect their return.
- 5. Take inventory every 6 months. Has anyone had your items for a little too long? Have you added anything to the shed that you haven't added to your list? Have you thrown anything away or consolidated anything? Make sure your list stays accurate, otherwise the same frustrations will creep back in.

Sheds are a necessity for many people in residential and business areas. If you need a new portable building to make more room for your stuff, Cook Sheds are a great option. Cook portable buildings are durable, with a lifetime warranty on all treated components. When you need to keep your items safe and away from the elements choose a Cook shed style!

WHAT'S IN MY SHED:

Keep this list on a clipboard on your door where it's easily accessible with a pen attached. This way you'll easily be able to locate everything in your shed. Print off multiple pages if you need to!

Item Name	Box Color/Type	Location (main floor, loft, back wall,, etc.)	Category (holiday decorations, tools, kids toys, etc.)

FRIENDS BORROWING MY STUFF:

Friends love to share, but sometimes you need the tools you lend out! So, start keeping track of what's being borrowed so you aren't blindsided as you start a new project without the tools you need.

Item Name	Borrowed by	Date Borrowed	Returned? (+expected return date)	Normal Location (main floor, loft, back wall, etc.)