MMM FORM

THIS IS A SAMPLE MMM FORM THAT YOU CAN USE TO APPLY THE MMM CONCEPT TO EACH ROOM OR AREA YOU WISH TO ORGANIZE. MAKE NOTES AND BRAINSTORM SOLUTIONS FOR EACH SPACE. USE THE NOTES YOU TAKE TO HELP YOU FORMULATE YOUR ORGANIZATIONAL PLAN.

Room or area:

How can I minimize?

1.
2.
3.
4.
5.

How can I maximize?

1.
2.
3.
4.
5.

How can I maintain?

1.
2.
3.
4.
5.

MMM CONCEPTS

Minimize

One of the most crucial concepts in organization is understanding that, to stay organized you need to minimize your belongings and reduce clutter. Professional organizers often emphasize purging, recycling, removing, discarding, and donating things. A major reason why people struggle with disorganization is that they haven't fully embraced the principle of minimization.

Maximize

You need to learn how to optimize the use of space and make the most of the available area. You should ensure that space isn't being used inefficiently. This principle also applies to the tools and belongings within the area. Everything should be utilized to its fullest potential.

Maintain

The third concept in this trio is maintaining order. To stay organized, you must consistently uphold the previous two principles—continuously minimizing what you have by discarding, removing, or recycling items and maximizing the efficient use of your environment. Maintaining order is an ongoing process. It is dynamic and adaptable, as organized spaces are utilized and modified on a daily basis.