



Decluttering Checklist

Use this checklist to help with removing clutter from your life. When choosing to keep or toss, consider this:

- 1 Year:** If you haven't used it in the past year, get rid of it.
- Size:** If it's too small, too large, or just doesn't fit right with your home or body, toss it.
- Duplicates:** If you have more than one, keep one and give the rest away.
- Love & Joy:** If it doesn't bring you joy and you don't absolutely love it, get rid of it.
- Replacement Cost:** If you can't remember the last time you used it and it is cheap to replace, toss it.
- Doesn't Fit in Your Life.** Life is constantly changing. If it doesn't fit in your current life and is something you can easily replace, give it away or donate it.
- Does It Make Life Easier?** If not, there's no reason to keep it.
- Would You Buy It Today?** If not, you probably don't need it.

Kitchen - Start at the top of your upper cupboards and work your way down

- Extra & unused small appliances
- Expired coupons
- Old appliance manuals
- Items that don't belong in the kitchen
- Empty vases, bowls, containers
- Expired cleaning supplies
- Unused cookbooks
- Scratched or dented cookware
- Dish towels with more holes than swiss cheese
- Worn out hot pads & oven mitts
- Outdated spices and pantry items
- Expired or freezer burned foods
- Gadgets that are never used

- Old or unused dishes, utensils, cutlery, glasses/mugs
- "Junk" drawers - sort and toss.

Living Room / Family Room

- "Junk" drawers - sort and toss.
- Extra ornaments, knick knacks
- Out of date books
- Broken furniture
- Outdated decorative pillows
- Excess throw blankets
- Dead/dying plants
- Magazines
- Uninspiring décor
- Extra power cords
- Toys that never get played with
- Games with missing pieces
- Outdated technology
- Movies you no longer watch or own digitally

Bathroom

- "Junk" drawers - sort and toss.
- Expired medications
- Towels and wash rags with holes
- Almost empty shampoo/conditioner bottles - consolidate and toss empties
- Old razors, toothbrushes, combs, brushes, etc.
- Expired makeup and dried nail polish
- Unused curling irons, straighteners, blow dryers
- Used lip balm
- Expired sunscreen

- Unused perfume and colognes
- Unused travel size soaps and shampoos

Bedroom

- "Junk" drawers - sort and toss
- Wire hangers
- Socks without mates or with holes
- Clothes that don't fit or have holes or stains
- Old shoes you no longer wear
- Outdated décor
- Broken furniture
- Extra pillows
- Extra bed linens

Other

- "Junk" drawers - sort and toss
- Old calendars and planners
- Empty boxes
- Take out menus
- Old magazines and newspapers
- Extra cleaning rags
- Candles, night lights, etc. you don't use
- Ear buds, alarm clocks, old cell phones
- Old paint
- Screws, nuts, bolts, nails, etc.
- Outdated or broken holiday décor
- Unused flowerpots
- Anything you purchased and failed to return



Kitchen Organization

Use this checklist to get your kitchen organized and streamlined.

Assessing what you have.

- Create three categories - keep, toss, and donate. As you work through cleaning the kitchen, assign each item a category. Take into consideration:
 - When was the last time you used it?
 - Is it cheap to replace if you haven't used it recently?
 - Is it time to replace the item with an updated version?
 - Is it in good shape?
 - How many do you really need?
 - Could someone else get more use out of it than you do?
 - Do you NEED it?
- Once you've tossed the junk and set aside the donated items. Go through the keep pile again and reassess things.

Countertops

- Remove countertop appliances & other items that are not used weekly
- Where possible, install under-cabinet appliances such as a can opener, coffee maker, etc.
- Place remaining countertop items where they are used most; cutting boards near prep area, knives and meat cutting board near stove.

Cupboards

- Sort and organize dishes, glasses and mugs, cookware, and bakeware
- Place cookware and bakeware closest to the stove. Glasses and mugs near the sink, etc. Frequently used items should be at the front of the cabinets.
- Group pots and pans by sizes and place inside one another
- Use hooks or special made organizers to store items such as aluminum foil, parchment paper, etc. inside cupboard doors.
- Use a cleaning caddy under the sink for cleaning supplies
- Use bins, clear containers, wire baskets to keep smaller items organized.



Pantry Organization

Use this checklist to clean out, clean up and organize your home pantry.

What to toss (make note of anything that needs replacing):

- Expired foods
- Foods that are stale
- Unwanted items
- Items that are almost gone
- Expired spices
- Oils that have gone rancid
- Opened flour, cereals, grains, baking mixes, etc. that may have attracted moths, beetles, roaches, or weevils

Clean & Prep

- Starting at the top, clean shelves top to bottom
- Sweep or vacuum crumbs
- Clean and / or purchase clear air-tight storage bins
- Purchase hooks to hang
- Apply shelf liner

Sort & Group

- Transfer any items currently stored in paper bags or cardboard boxes to air-tight containers. Label containers.
- Separate the items you use most often from those less-often-used products. Place the regularly used items in a designated area at eye-view so they are easy to find and reach.
- Group multiples together, placing those closest to expiration date in the front. This allows you to see how many of an item you have and use them before they expire.
- Use food storage containers to organize small items such as packets of spices, gravy, etc.
- Store cleaning supplies, paper & plastic goods at the bottom of the pantry.
- Restock with staples



Office Organization

Use this checklist to help get and keep your office organized.

- Mentally section off the office space based on the activity that happens in each area; workspace (desk?), file area (cabinet, binder, box?), storage/supplies area (closet, shelf?), etc.
- Organize your desk drawers. Take everything out and only put back the items that are necessary and belong there.
 - Use drawer organizers to group like items together. Put everything else where it belongs, donate it, or throw it away.
- Clean your bulletin board. Remove outdated notes, update lists, etc. Consider switching to a whiteboard.
- Create three folders: WIP (work in progress - you are actively working on), WOR (waiting on a reply / someone else to act), DONE (finished, needs to be sent and a copy filed). Clear these weekly.
- Update filing system. Use color-coded labels. Remove & archive old files. Toss after 10 years (or however long you want to keep records).
- Consider switching to digital storage for your files. Store them on your computer and back up your files to a cloud storage service.
- Keep often-used supplies within reach. Store the rarely used items out of sight, perhaps in a storage closet.
- Clean the supply closet or shelf. If you haven't used something in 6 months and it's cheap to replace, toss it. (Excess scrap paper, old business cards, trade show freebies)
- Use clear storage containers and label everything.
- Shred outdated papers
- Remove broken furniture, Knick knacks, outdated decorations, and unhealthy plants.
- Think wireless - printers, routers, laptop, keyboard & mouse. The fewer wires the better.
- Each evening, clear your desktop. Create a to-do list for the next day and gather all necessary items you will need. Put these neatly onto the desk for quick access in the morning.
- Add natural light via window or lamp to make the office look brighter.



Garage Organization

Use this checklist to clean out, clean up and organize your garage.

Assess what you have.

- Create three categories - keep, toss, and donate. As you work through cleaning the garage, assign each item a category. Take into consideration:
 - When was the last time you used it?
 - Is it cheap to replace if you haven't used it recently?
 - Is it time to replace the item with an updated version?
 - Do you know what it is?
 - Is it in good shape?
 - Could someone else get more use out of it than you do?
 - Do you NEED it?
- Once you've tossed the junk and set aside the donated items. Go through the keep pile again and reassess things.

Divide space into designated areas

- Empty area large enough for a car
- Workshop area for carpentry work or hobbies
- Lawn & garden area for yard tools & mower
- Kids area for bicycles and toys
- Recreational / Sports
- Storage area

Sort & Group

- Sort power and standard tools. Toss anything that is broken, that you don't know what it is, that you can't remember the last time you used it, etc.
- Make a list of anything you toss that needs replacing.
- Organize nuts, bolts, screws, nails, and other small parts into clear containers. Label containers.
- Use hooks, shelves, storage cabinets, etc. to organize larger items.
- Make use of overhead space for seasonal, holiday, and rarely used items.