

Decluttering To-Do Checklist

DECLUTTERING THE KITCHEN

- Put bills and mail into one bowl
- Throw away paid bills and read mail
- Clean up the top of the fridge
- Check expiration dates and throw out expired goods
- Put all cleaning products under kitchen sink
- Remove outdated post-it notes from fridge
- Remove excessive magnets from the fridge
- Organize kitchen drawers by category
- Put all utensils, spices, and supplies into the right drawer

DECLUTTERING THE BATHROOM

- Return toiletries to their place
- Return perfumes and colognes to their place
- Return hair-care products to their place
- Return other bathroom products to their place
- Put dirty laundry in the hamper
- Fold clean towels
- Throw away dirty towels

DECLUTTERING THE BEDROOM

- Put all clean clothes in the closet
- Put all dirty clothes in the hamper
- Clean up your nightstand
- Throw away pocket scraps

DECLUTTERING THE HOME OFFICE

- Return books to your bookshelf
- Categorize desk drawers
- Put all items in the right desk drawer

and junk into the trash can

- Collect pocket change in a metal container

DECLUTTERING THE CLOSETS

- Remove everything from your closet
- Put clothes you don't wear in the "donate" pile
- Return all the seasonal clothes you don't wear to the closet
- Put all non-seasonal clothes underneath your bed

DECLUTTERING THE YARD

- Mow the grass
- Water the flowers
- Clean up leaves and old branches/Shovel snow

DECLUTTERING THE LIVING ROOM

- Throw away old magazines and newspapers
- Straighten the magazines you wish to keep on the coffee table
- Fluff sofa pillows