Decluttering To-Do Checklist

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| **DECLUTTERING THE KITCHEN**

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| * 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| * Remove outdated post-it notes from fridge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
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 | **DECLUTTERING THE BATHROOM**

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

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| **DECLUTTERING THE BEDROOM**

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| * Put all clean clothes in the closet
 |
| * Put all dirty clothes in the hamper
 |
| * Clean up your nightstand
 |
| * Throw away pocket scraps and junk into the trash can
 |
| * Collect pocket change in a metal container
 |

 | **DECLUTTERING THE HOME OFFICE**

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| * Return books to your bookshelf
 |
| * Categorize desk drawers
 |
| * Put all items in the right desk drawer
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| **DECLUTTERING THE CLOSETS**

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| * Remove everything from your closet
 |
| * Put clothes you don’t wear in the “donate” pile
 |
| * Return all the seasonal clothes you do wear in the closet
 |
| * Put all non-seasonal clothes underneath your bed
 |

 | **DECLUTTERING THE YARD**

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| * Mow the grass
 |
| * Water the flowers
 |
| * Clean up Leaves and old branches/Shovel Snow
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| **DECLUTTERING THE LIVING ROOM**

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