Decluttering To-Do Checklist

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| **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| * Check expiration dates and throw out expired goods | | * Put all cleaning products under kitchen sink | | * Remove outdated post-it notes from fridge | | * Remove excessive magnets from the fridge | | * Organize kitchen drawers by category | | * Put all utensils, spices, and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 product to their place | | * Return other bathroom product 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 and junk into the trash can | | * Collect pocket change in a metal container | | **DECLUTTERING THE HOME OFFICE**   |  | | --- | | * Return books to your bookshelf | | * Categorize desk drawers | | * Put all items in the right desk drawer | |
| **DECLUTTERING THE CLOSETS**   |  | | --- | | * 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**   |  | | --- | | * 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 | |  |