

Kitchen

Pantry

Clean annually

- ☐ Circle expiration dates
- ☐ Toss expired foods
- ☐ Alphabetize spices & small items
- ☐ Put new food in the back
- ☐ Group like food items together

Refridgerator & Freezer

Clean out refrigerator weekly

Clean out freezer monthly

- ☐ Put new food in the back
- ☐ Organize drawers and shelves by food type
- ☐ Toss spoiled or freezer-burned items

Drawers

Declutter as needed

- ☐ Organize using drawer dividers
- ☐ Keep one set of silverware
- ☐ Group like items together
- ☐ Get rid of duplicates

Cabinets

Organize quarterly

- ☐ Keep one set of glassware and dinnerware
- ☐ Rehome holiday plates and special china
- ☐ Donate miscellaneous mugs
- ☐ Stack Tupperware and pans with their corresponding lids

Countertops

Declutter daily

- ☐ Create a designated station for cooking items and utensils you use often
- ☐ Relocate small appliances to nearby cabinets
- ☐ Rehome non-kitchen items

Bathroom

Cabinets

Declutter and organize quarterly

- ☐ Toss expired items
- ☐ Rehome miscellaneous items
- ☐ Use baskets or plastic bins to group like items together

Drawers

Declutter and organize as needed

- ☐ Throw away expired products
- ☐ Use drawer dividers to keep like items together
- ☐ Keep daily-used items in the top drawer
- ☐ Designate drawers for specific items (makeup, toiletries, etc.)
- ☐ Put duplicate items, like extra toothpaste, in a separate space storage space

Countertops

Declutter daily

- ☐ Find cabinet and drawer space for items to clear the counters
- ☐ Organize cotton balls, makeup brushes and other frequently used items in small containers
- ☐ Use a tray to hold glasses and daily jewelry when not wearing

Space-Saving Storage

Declutter daily

- ☐ Use shelves and baskets to organize wash clothes, toilet paper, etc.

Home Office

Filing System

Sort quarterly

- ☐ Organize using folders, dividers and labels
- ☐ File documents you'll need long-term
- ☐ Shred anything you no longer need that contains personal information
- ☐ Toss anything leftover
- ☐ Designate an area for papers that need immediate attention
- ☐ Go paperless when you can

Desk

Declutter daily

- ☐ Put things you use most often within arms reach or in your top desk drawer
- ☐ Store less important items in a storage closet or bottom drawer
- ☐ Organize drawers using dividers or small plastic bins
- ☐ Control desk clutter with small containers

Technology

Organize 1-2 times per year

- ☐ Use cable ties to keep cords in order
- ☐ Wrap painter's tape around cords and label with a marker
- ☐ Use binder clips to keep cords on your desk from tangling
- ☐ Go wireless when you can

Bedroom Closet

Declutter and organize as needed, at least twice a year

- ☐ Purge items that don't fit, you don't wear or are damaged
- ☐ Hang or fold like items together
- ☐ Keep items you wear most often in easy-to-reach spots
- ☐ Use small cubbies or hanging organizers to display shoes
- ☐ Invest in tie and belt racks and scarf hangers to keep track of smaller items
- ☐ Organize using drawer dividers
- ☐ Store seasonal items on shelves or in bins

Hall Closet

Declutter and organize as needed, at least twice a year

- ☐ Purge items that don't fit, aren't being used or are damaged
- ☐ Group like items together
- ☐ Use cubbies, baskets or hanging organizers to hold shoes, gloves and anything you can't hang
- ☐ Find another place for anything that isn't used at least weekly
- ☐ Hang items worn most often in easy-to-reach spots

Garage

Storage

Declutter and organize at least once a year

- ☐ Get rid of items you don't use or that are damaged
- ☐ Group like items together
- ☐ Store and label seasonal items in bins
- ☐ Keep sporting equipment in baskets

Workbench

Declutter and organize monthly or as needed

- ☐ Hang tools you use most often on hooks or pegboards
- ☐ Organize nails, bolts, nuts and other small objects in tin cans or jars
- ☐ Store power tools and their accessories in drawers

Basement

Living Area

Declutter and organize weekly

- ☐ Get rid of broken or outdated furniture
- ☐ Donate duplicate items
- ☐ Rehome out-of-place items
- ☐ Contain toys in bins
- ☐ Gather blankets in baskets

Storage

Declutter and organize at least once a year

- ☐ Organize and label holiday decorations, seasonal clothing and other items not frequently used in bins
- ☐ Create a designated area for a step ladder, cleaning supplies and other materials
- ☐ Store extra items bought in bulk on shelves

Attic

Declutter and organize at least once a year

- ☐ Create an inventory list of everything in your attic
- ☐ Define designated “zones” for each group of items
- ☐ Get rid of anything you haven’t used in the last year
- ☐ Organize and label like items in bins, such as seasonal decorations and clothes or craft materials, and place in their appropriate zones
- ☐ Hang tools or decorations on hooks in their designated zones

Mudroom

Declutter and organize weekly

- ☐ Rehome items that aren’t used at least weekly
- ☐ Group like items together – pet supplies, seasonal clothing, school supplies, etc.
- ☐ Hang jackets on hooks
- ☐ Keep sporting equipment, school supplies and shoes in cubbies or a storage bench
- ☐ Label small bins for miscellaneous items like mail

Organizing for the Holidays

- ☐ Organize your holiday schedule
- ☐ Make a master to-do list for the season
- ☐ Get your kitchen organized for holiday cooking and baking
- ☐ Make space for Christmas cards
- ☐ Update your address book
- ☐ Organize wrapping supplies in labeled bins
- ☐ Create a temporary wrapping station