

## 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

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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

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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

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### 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

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### 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

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#### 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

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#### 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

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- 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