

The Declutter Checklist

Start by setting a timer for 20 minutes and begin in any room, closet or drawer. When you feel confident you can declutter for 20 minutes, next time, set your timer for 40 minutes, and work yourself up to an hour. In no time, your place will be looking and feeling more organized, and you will feel energized and more in control.

Kitchen:

- Clean out cabinets and sort through the pantry for food that can be donated or thrown out if expired.
- Donate tupperware without lids, unneeded cookbooks, and unused appliances.
- Keep all your cleaning products inside a bucket for the ease of grab-and-go.
- Install hooks inside cabinet doors to hang measuring cups, spoons, etc.

Bathroom:

- Throw out expired medication, old makeup, old perfume, and old toothbrushes.
- Relegate ripped/stained towels to cleaning rags.
- Keep a hamper or bin in the bathroom, so you don't toss dirty clothes onto the floor.
- Consolidate single razors, nail clippers, makeup, and any loose items into [small organizational bins](#).

Bedroom or Office:

- Go through your closet/dresser and donate any clothes that are ripped or too small/large.
- Donate old hats, shoes, belts, scarves, and handbags.
- Donate books you don't need or are ready for a new home. Stick them in a neighborhood Little Library or local library drop-off.
- Organize clothes, footwear and gear by season, and store out-of-season items in the basement/bin/under-the-bed storage.
- Shred old documents and create an online document storage system.
- Clean out drawers of dried out pens and markers.

Garage:

- Sort yard work items into sections or dedicated zones for easier access.
- Consider garage shelving and other storing solutions like bins or overhead storage racks.
- Throw out/donate no longer used cardboard boxes, broken items you meant to fix but never got around to, dried out paint cans/rollers, or past their prime sports equipment/outdoor toys.
- Sweep and mop the floors for a finishing touch.

Playroom:

- Get bins that make sorting toys easier, labeling them based on age-range or child.
- Have your kids select toys they no longer play with and donate.
- Buy replacement batteries for any toys that have died, giving them new life.
- Sort and donate old stuffed-animals and have a bin for those you keep.
- Make sure you have some “catch all” type of storage options available that can hold toys of all sizes.

Paperwork/Finance Documents:

- Important paperwork/documents should be stored in a folder, filing cabinet, or ideally, online storage folder. This should include: tax returns, receipts, your Will (old versions and new), copies of brokerage accounts, monthly statements, social security card, passport, car title, and birth certificate.
- Keep records for 3 years from the date you filed your original tax return or 2 years from the date you paid the tax, whichever is later, if you file a claim for credit or refund after you file your return. Keep records for 7 years if you file a claim for a loss from worthless securities or bad debt deduction. There is a ten-year statute of limitations on [IRS](#) collections, so anything older than 10 years can be shredded and recycled.
- Make sure paperwork for other family members is well labeled and kept in separate folders.

Other Tips:

- Put the items you find in a room that don't belong there in a laundry basket. Carry that laundry basket room to room, collecting everything that belongs elsewhere. Once you're done decluttering, return everything in the laundry basket to its proper place.
- Reduce and recycle: Periodically collect items you no longer need and put them in the recycling, trash, or earmark them for donation to charity organizations.

- Keep a jar in your top dresser drawer to collect pocket change.
- Break down empty cardboard boxes for recycling as you go.
- Check your clothes and jacket pockets for loose receipts, candy wrappers, etc. before throwing them in the washer.
- Keep a wet rag or Clorox wipe with you when cleaning a room to wipe off counters and spaces where dust build-ups.

**Taking the first step towards Decluttering Your Home is the most important step.
If you pick even one task per day, you'd be able to get your entire house
decluttered in just a few months.**