

DECLUTTERING CHECKLIST

KITCHEN

- Organise your food cupboards by categories, e.g. cereals, condiments and spreads etc.
- Throw away any out-of-date/expired products, including cupboard and fresh foods
- Organise your glassware, plates, mugs, cutlery, etc., into categorised drawers and cupboards
- Get rid of any excess/unused crockery and tableware
- Clear all your countertops for extra surface space
- Clear out your fridge and organise shelf by shelf

LIVING ROOM

- Clear away anything on surfaces and organise items into drawers/ baskets etc.
- Straighten up furniture, rugs, etc
- Neaten up shelves and coffee tables
- Fold blankets neatly into piles
- Get rid of old magazines, newspapers, and items no longer used or needed

BATHROOM

- Organise toiletries and shower/bath products into drawers/cabinets
- Throw away any expired products, e.g. makeup and medical supplies
- Reduce clutter around the sink
- Straighten up towels, bath mats etc
- Remove any dirty towels/laundry

BEDROOM

- Sort clothes into categories in drawers and cupboards
- Remove any items off the floor and re-sort them into designated areas
- Sort through under-the-bed and utilise under-the-bed storage efficiently
- Declutter bedside table
- Turn over your mattress and make your bed with fresh sheets
- Take any dirty laundry to the washing machine

HOME OFFICE

- Clear desk space
- Neaten up bookshelves
- Organise loose papers into files and filing cabinets
- Clear away any loose wires and cables
- Shred any unwanted papers

HALLWAY

- Organise shoes into shoe racks
- Clear away any items on surfaces
- Organise coats, hats and scarves into cupboards/onto designated hooks