

DECLUTTER CHECKLIST

Before you start, identify places you can sell or donate the items you no longer need and set some goals for how quickly you would like to progress through the list. Use the project idea box to jot down any ideas you have while decluttering so you can come back to them and not get distracted from decluttering.

PLACES TO DONATE

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

PROJECT IDEAS

GOALS

DECLUTTER CHECKLIST

1

MEDICINE

Prescriptions, supplements, over the counter, medical supplies (thermometer, bandaids, etc)

2

CUPS

Glasses, coffee mugs, travel mugs, kids cups, empty jars

3

SILVERWARE

Silverware, serving utensils, small kitchen gadgets (egg strainer, whisks, wine opener etc.)

4

DISHES

Plates, bowls, serving dishes

5

BAKING

Mixing bowls, strainers, baking dishes

6

POTS & PANS

Pots, pans, oven mitts, dish towels, aprons

7

TUPPERWARE

Tupperware and kitchen food storage containers

8

COFFEE BAR

Coffee makers, teas, cocoa, frothers, coffee supplies

9

PANTRY

Throw out expired food, donate or get rid of things you won't use,

10

GAMES

Games, cards, sports supplies

11

BABY ITEMS

Donate, sell, or pack away for next baby all baby items not being used

12

KIDS CLOTHES

Kid and baby clothing

13

TOYS

Toys

14

HOUSE SUPPLIES

Batteries, tools, extension cords, home reno or improvement supplies

15

**SEASONAL
SUPPLIES**

Sunscreens, bug sprays, fans, beach toys,
picnic stuff, sleds, swim toys, blow up
pools, etc.

16

**HOLIDAY
DECORATIONS**

Holiday decorations, wrapping paper &
bags

17

**OFFICE
SUPPLIES**

Pens, notebooks, binders, printers, etc.

18

BOOKS

Books, cookbooks

19

**CLEANING
SUPPLIES**

Cleaning chemicals, vacuums, brooms,
laundry detergents,

20

LINENS

Sheets, towels, pillows, hand towels,
wash cloths

21

HYGIENE

Makeup, skin care, shampoos, body
washes, deoderants, perfumes, etc

22

SEASONAL CLOTHES

Coats, gloves, swimwear, etc.

23

SHOES

Shoes

24

PAPERS

All paper except sentimental items

25

ART & PHOTOS

Wall art, posters, photographs, portfolios

26

DECORATIVE ITEMS

Small decorative items, knick-knacks, decorative signs, vases, (non-sentimental)

27

CRAFT & HOBBY

Craft supplies, hobby supplies, puzzles, sewing, art supplies, etc.

28

ELECTRONICS

Tvs, radios, headphones, CD players, CDs, DVDs, ipods, phones, computers, etc.

29

BAGS

Luggage, backpacks, totes, packing cubes, makeup bags, purses

30

COLLECTIONS

Pair down, sample, donate, or store collections.

31

OUTDOOR

Outdoor toys, outdoor furniture, grill & grilling supplies, gardening items, pots, birdfeeders, etc.

32

EMERGENCY SUPPLIES

Check expiration dates & organize emergency supplies

33

SENTIMENTAL ITEMS

Diaries, gifts, art, jewelry, etc.

ROOM CHECKLIST

After you have decluttered each category, go through each room and see if there is anything else that needs to be downsized.



LIVINGROOM



BATHROOMS



PLAYROOM



BEDROOMS



LAUNDRY
ROOM



CLOSETS



OFFICE



OUTDOOR

WOW!
you did it!

PAPERS TO KEEP

- Bills that need to be paid
- Active insurance policies
- Family: Adoption papers, birth, marriage, and death certificates
- Tax forms (ex W-2 or 1099) from past three years
- Tax returns from all years
- Major legal documents: filings, wills, or inheritances etc.
- Sentimental documents
- Professional & business: licenses, certificates, continuing ed etc.
- This year's paycheck stubs
- Receipts or bills needed for the self-employed to use for tax deductions
- Active warranty information
- Current passport and social security card
- Vehicle titles and loan documents
- House deeds and mortgage documents
- Current rental agreements
- Retirement plan statements

PAPERS TO DITCH

- Bills that have been paid
- Inactive insurance or warranty policies
- Tax forms (ex W-2 or 1099) from more three ago
- Instruction manuals (you can find these all online now)

Shredding or using a special black out marker to de-identify information is best when throwing out anything with sensitive information