

THE ULTIMATE DECLUTTERING CHECKLIST

ELIMINATE THE CLUTTER IN YOUR LIFE WITH THIS COMPREHENSIVE LIST BY SPACE. TACKLE ONE SMALL SPACE AT A TIME!

PANTRY, SPICES & OILS

- Expired items
- Will you get to it before it expires?

POTS, PANS & COOKWARE

- Warped items
- Scratched non-stick items
- Anything with loose or broken handles
- Cracked or scratched copper
- Stainless steel where you can see the core

DRINKWARE

- Chipped or broken items
- Extras (how many do you need in a given week of each type?)
- Novelty pieces you never use

JUNK DRAWER

- Remove items that don't belong
- Toss old receipts, business cards & notes
- Discard dried-up pens & markers

REFRIGERATOR & FREEZER

- Expired items
- Does it have frostbite?
- Are you ever going to eat it?
- Is it a weird ingredient you only ever used once?

UTENSILS

- Duplicate items
- Gadgets you've only used once
- Broken items

DINNERWARE

- Chipped or broken items
- Mismatched items

LIQUOR CABINET

- Opened liquor bottles over 1-year-old
- Liqueurs over 1 year old even if they are closed
- Creamy liquors over 6 months

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TOYS

- Discard toys that are broken or missing pieces
- Donate toys that are no longer played with

BOOKS

- Great places to donate your used books
 - Local library
 - Neighborhood Little Free Library
 - Freecycle
 - Vietnam Veterans of America
 - Prison Libraries & Literacy Programs
 - Books for Soldiers & Operation Paperback
 - Local Museums

ART SUPPLIES

- Discard anything that is dried up - paint, play-doh, glue, and markers
- Discard old projects
- Donate any activities that you may no longer enjoy or plan to complete.

GIFT WRAP

- Keep gift bags and wrapping paper that work for multiple occasions
- Discard wrinkled bags, bows, and tissue
- Don't keep more than you need

PAPERWORK

- Recycle any junk mail, expired coupons, and other papers that no longer need to be saved
- Sort your remaining papers into categories such as items to file, items that need action, and items to save

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BATHROOM

- Remove items you've purchased but know you do not like
- Discard:
 - Expired meds
 - Anything that's half-used and abandoned
 - Old toothbrushes
 - Clippers, scissors, tweezers that are worn down

LINENS

- Are they the correct size?
- Are they still in good shape?
- Is it a full set?
- After pulling everything out, try freshening your folds
- Some animal shelters will take old blankets as donations

MAKEUP

- lipstick 18–24 months
- lip gloss 12–18 months
- foundation & concealer 12–18 months
- mascara 3–6 months
- liquid eyeliner 3–6 months
- cream products 12–18 months
- powder products 12–18 months

- Donate unused items. If you've had it for 6 months and haven't used it you probably never will including makeup tools.

- Do I really love using it?
- Would I be able to finish it before it expires?
- Am I keeping it only because it's expensive?
- Does it serve any purpose in my collection?
- Do I know someone who can get better use out of it?

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CLEANING SUPPLIES

- Discard or donate items you don't use
- Discard worn-out cleaning tools, rags, and old sponges
- Cleaning gadgets you no longer use
- Do you have an excess of certain items?
 - How many cleaning rags do you need?
 - Do you have multiple bottles of the same thing? Can they be combined?
 - How many buckets, scrub brushes, sponges do you have vs. how many you need?

MUD / LAUNDRY ROOM

- Remove everything that doesn't belong and return it to its home
- Discard anything that has too much wear and tear
- Do you need to edit down the number of hangers you have?
- Are there products you bought and don't use?

CAR CONSOLE

- Toss the garbage
- Put like items together
- Find containment to keep like items together and make them easier to find

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CLOTHES

- Start in a small section of the closet
- Pull it all out and go through each item
- Have a toss and donate pile
- Consider:
 - Do you like it?
 - Have you worn it in the past year?
 - Does it fit?
 - Is it comfortable?
 - Does it serve you in some way?
- Schedule a donation pickup

KIDS CLOTHING & SHOES

- Determine what size they are currently in
- Discard any items with holes or stains
- Create piles for toss, donate or pack away for a younger sibling
- Schedule a donation pickup and pack away clothes that you're keeping but do not fit

SHOES

- Do they hurt your feet?
- Are they damaged or have too much wear and tear?
- Out of style?
- Haven't been worn in 1-2 years

ACCESSORIES

- Keep items you wear/use regularly
- For dressier items, consider if you still like them, when you used them last, and if it's sentimental
- For sentimental items, determine if you still like and want to keep the items. It's ok to keep but also ok to let go