

Your Decluttering Checklist

A room-by-room plan built around small, manageable sessions

Work in small sessions. Check what you complete, and stop at your planned limit.

1 Start smart

- ☐ Choose one small, low-emotion area.
- ☐ Label destinations: Keep, Family, Donate, Sell, Recycle, Dispose and Decide Later.
- ☐ Photograph the starting area if seeing progress will help.
- ☐ Set a stopping point before you begin.
- ☐ Keep a separate container for items that need professional or family input.

2 Kitchen and dining

- ☐ Check food dates and remove anything no longer safe or usable.
- ☐ Group duplicate utensils, gadgets and serving pieces.
- ☐ Sort mugs, bottles and reusable bags to a practical quantity.
- ☐ Clear one countertop, drawer or cupboard completely.
- ☐ Match containers with lids; release unmatched pieces.
- ☐ Review appliances that have not been used in the past year.
- ☐ Review worn towels, mitts, table linens and cleaning cloths.

3 Living room and entry

- ☐ Gather remotes, chargers and cables; identify what they operate.
- ☐ Set aside decor that no longer suits the home or your plans.
- ☐ Sort coats, shoes, bags, umbrellas and seasonal accessories.
- ☐ Review books, magazines, movies and music you no longer use.
- ☐ Check throws, cushions and baskets for condition and usefulness.
- ☐ Create one clear landing place for keys, mail and daily items.

4 Bedrooms and closets

- ☐ Remove clothing that is damaged beyond reasonable repair.
- ☐ Group duplicates such as coats, bags, belts and accessories.
- ☐ Sort bedding, pillows and blankets to the amount you actually need.
- ☐ Clear one nightstand, dresser drawer or section of closet.
- ☐ Set aside clothing and shoes that no longer fit or feel comfortable.
- ☐ Review formal wear and specialty clothing you are unlikely to use.
- ☐ Remove broken hangers and match single socks where practical.



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5 Bathroom and linens

- ☐ Check dates and condition on toiletries, cosmetics and sunscreen.
- ☐ Review worn towels, washcloths, bathmats and robes.
- ☐ Keep medications and medical sharps separate; follow current return instructions for each.
- ☐ Group duplicate personal-care products before deciding what to keep.
- ☐ Set aside unused travel-size products for an appropriate destination.
- ☐ Clear one drawer, shelf or section of the linen closet.

6 Office, paperwork and devices

- ☐ Recycle routine paper that has no personal information and is no longer needed.
- ☐ Confirm retention requirements before discarding legal, tax or property records.
- ☐ Match cables and accessories to the devices you still own.
- ☐ Back up important photographs and files before clearing devices.
- ☐ Shred paper containing personal or financial information when appropriate.
- ☐ Test pens, markers and office supplies; release unusable extras.
- ☐ Remove personal data before selling, donating or recycling electronics.

7 Storage, garage and outdoors

- ☐ Group tools and keep the safest, most useful set.
- ☐ Sort sports, camping, gardening and seasonal equipment by actual use.
- ☐ Set aside paint, batteries, propane, chemicals and electronics for approved drop-off.
- ☐ Clear a safe walking path before continuing deeper into the area.
- ☐ Review abandoned projects, scrap materials and empty containers.
- ☐ Check luggage, coolers, bins and boxes for condition and purpose.
- ☐ Identify large or heavy items that require help to move safely.

8 Finish each session

- ☐ Move donations and recycling to their next destination promptly.
- ☐ Label the Decide Later container and set a date to review it.
- ☐ Record one question that needs family or professional input.
- ☐ List only items worth the time, messages, storage and pickup effort.
- ☐ Return Keep items to a defined home rather than a temporary pile.
- ☐ Choose the next small area, then stop at the planned limit.

