

*It's easy to let clutter take up our space and time at home, but we don't have to be slaves to it. Take charge and simplify with this list.*

# HOME ORGANIZATION



## Kitchen

- CREATE SPACE FOR EVERY ITEM
- DONATE RARELY USED ITEMS
- DONATE RANDOM DISHES
- TOSS OLD COFFEE MUGS
- LIMIT WATER BOTTLES
- PUT IN DRAWER DIVIDERS
- STREAMLINE KID DISHES
- BUY ALL SAME SIPPERS
- ADD BASKET FOR KID PIECES
- TOSS STAINED TUPPERWARE
- BASKET FOR TUPPERWARE LIDS
- BASKETS/LABELS IN PANTRY
- THROW OUT OLD SPICES



## Closet

- TAKE EVERYTHING OUT
- EXAMINE EVERY PIECE
- DONATE WHAT DOES NOT FIT
- DONATE WHAT YOU WOULDN'T BUY NOW
- DONATE CLOTHES NO LONGER YOUR STYLE
- DONATE WHAT YOU HAVE TOO MUCH OF
- LIMIT T-SHIRTS TO 1 DRAWER
- LIMIT NUMBER OF HANGERS

## Bathroom

- THROW AWAY OLD BOTTLES
- PUT OCCASIONAL MAKEUP IN SEPARATE CONTAINER
- LIMIT 2 SETS OF SHAMPOO & CONDITIONER
- LIMIT HAIR STYLERS (3 OR 4)
- IF NOT USED 6 MONTHS, TOSS



## Linen closet

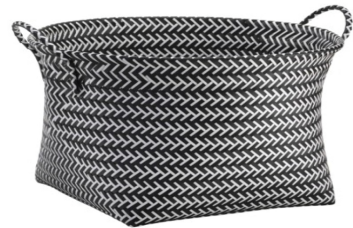
- TAKE OUT TOWELS WITH STAINS OR FRAYED EDGES
- TAKE OUT ODD TOWELS THAT DON'T MATCH
- PITCH DINGY SHEETS/NOT USED
- ROTATE TOWELS REGULARLY
- LIMIT OLD BLANKETS

## Office

- DEDICATE DRAWER TO FILES
- ASSIGN FOLDERS  
*house, health insurance, cars, taxes, financial, each child, pets, manuals, receipts*
- SHRED PAPERS NOT NEEDED
- PAPERS LEFT GO IN FOLDERS
- UPDATE FAMILY FOLDER  
*social security cards, birth certificates, titles, emergency contacts*
- TAKE OUT ITEMS THAT DON'T BELONG IN OFFICE
- THROW AWAY OLD PENS
- STORE SUPPLIES IN DRAWER ORGANIZER

## Toys

- TOSS TOYS THAT DON'T WORK OR HAVE MISSING PIECES
- DONATE TOYS KIDS ARE TOO OLD FOR
- DONATE TOYS KIDS DON'T USE
- RECYCLE CHEAP PLASTIC TOYS
- STORE SETS WITH LOTS OF PIECES OUT OF REACH
- TAKE OUT ONE SET AT A TIME



## Kids closets

- USE CLEAR BINS TO STORE CLOTHES
- DON'T KEEP CLOTHES THAT DON'T FIT IN DRESSER
- KEEP BASKET IN CLOSET FOR TOO-SMALL CLOTHES
- BUY LIMITED WARDROBE
- BUY CLOTHES THAT MIX AND MATCH
- LIMIT NUMBER OF SHOES
- LAUNDRY BASKET FOR EACH KID

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