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.

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Kitchen

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



- 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

ffice

- **DEDICATE DRAWER TO FILES**
 - **ASSIGN FOLDERS**

taxes, financial, each child, pets,

- SHRED PAPERS NOT NEEDED
- **PAPERS LEFT GO IN FOLDERS**
- **UPDATE FAMILY FOLDER**
- TAKE OUT ITEMS THAT DON'T BELONG IN OFFICE
- **THROW AWAY OLD PENS**
 - STORE SUPPLIES IN DRAWER ORGANIZER

- 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

