

Home Organization Checklist

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Step by Step Organizing List

Home Organization Checklist



Start Big

- Locate a large area of disorganization
- Separate items into piles of similar objects
- Throw out (or donate) any item that:
 1. Has not been used for over a year
 2. No longer has a good use
 3. Or takes up more space than it's worth
- Determine what type of holder or bin would be suited for each object
- Determine what type of shelf or furniture item would be best to hold the bins or containers

- 2. No longer has a good use
- 3. Or takes up more space than it's worth
- Determine what type of containers would be suited for each object and the drawer size
- Make a shopping trip
- Place each item into containers that match its shape and size
- Arrange in drawers
- If there are too many containers to fit, find a new home for the objects
- Keep items near their matching activity location
- Start over with a new set of drawers

- Make a shopping trip
- Place each item into bins and containers that match its size and shape
- Place the bins and containers on the shelf or furniture piece bought for this purpose
- Start over with a new area

Final Steps

- Locate a set of drawers that drive you crazy
- Take everything out of the drawers
- Separate items into piles of similar objects
- Throw out (or donate) any item that:
 1. Has not been used for over a year

- Clear off any items that do not belong
- Throw out (or donate) any item that:
 1. Has not been used for over a year
 2. No longer has a good use
 3. Or takes up more space than it's worth
- Place all small items in decorative container
- Leave space not clutter
- Start over with a new surface

