

# DECLUTTERING CHECKLIST

Hi, DIY declutterer!

You're amazing!

Decluttering is hard! It can be overwhelming, takes up time and can bring up difficult feelings.

But you know you can do it yourself, if only you knew where to start!

I've been teaching people to declutter and organise their homes for, gosh, *ages*.

One of the things I get asked a LOT is "Where the heck do I even start Liz?!"

Sometimes that's all we need. A place to start.

Decluttering a whole house is a big job! But you can do it.

You have all the skills, you've made the time and you have the energy to do it because it's important to you.



This is me, Liz The Tidy Lady  
You can read more useful stuff  
on my blog at:  
[www.thetidylady.co.nz](http://www.thetidylady.co.nz)

## How do I use it?

This checklist divides the average family home into rooms.

- Each room is divided into spaces or types of things that you might find there.
- Each space or type of thing has 3 steps to action.
- Each of the 3 steps outline an action that needs time to complete.

Some might be super quick and some might take more time.

Start at the top and work your way down. I've organised them to flow from space to space.

**If your home doesn't fit this model you can choose any room to start or any space or any type of thing.**

**If your stationery is in the laundry the Stationery actions will still work.**

**If you have to gather a type of thing together from around the house, the actions will still work.**

**Use any action that applies to your space.**

### GLOSSARY

**Assign a place:** Decide the best place for things to live. Make it convenient and easy.

**Clear:** Put away, throw away, pop it into the space where it should live.

**Contain:** Use anything that makes sense to keep similar things together.

**Relocate:** Take to the place or person where it should normally live.

**Sort:** Divide into logical types or groups so you know what you have.

**Store:** Fold, file, stack and put it where it belongs. See Assign a place.

**Toss:** Recycle, donate, gift or throw in the bin.

# KITCHEN

## BENCH & SINK

### TASK CHECKLIST

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- CLEAR ALL DIRTY DISHES & RUBBISH
- RELOCATE NON FOOD PREP THINGS
- ASSIGN A PLACE FOR ESSENTIALS

## PANTRY

### TASK CHECKLIST

---

- START AT THE TOP SHELF, WORK DOWN
- TOSS EXPIRED FOOD
- GROUP SIMILAR THINGS TOGETHER

## FRIDGE

### TASK CHECKLIST

---

- START AT THE TOP AND WORK DOWN
- TOSS EXPIRED ITEMS
- CLEAN AND RESTOCK

# KITCHEN

## POTS & PANS

### TASK CHECKLIST

---

- TOSS DAMAGED OR SCRATCHED PANS
- PICK YOUR FAVOURITES
- DONATE THE REST

## DISHES

### TASK CHECKLIST

---

- PICK YOUR FAVOURITES
- SORT INTO TYPES, NEST OR STACK
- DONATE THE REST

## SERVEWARE

### TASK CHECKLIST

---

- PICK THE MOST USED
- NEST OR STACK
- DONATE THE REST

# KITCHEN

## GADGETS

### TASK CHECKLIST

---

- PICK THE MOST USED
- ARRANGE EASY ACCESS
- DONATE OR SELL THE REST

## UNDERSINK

### TASK CHECKLIST

---

- EMPTY EVERYTHING OUT
- THROW OUT GROSS THINGS
- STORE WHAT'S LEFT IN CONTAINERS

## PLASTICWARE

### TASK CHECKLIST

---

- PICK THE MOST USED
- NEST OR STACK
- RECYCLE THE REST

# BATHROOM

## WALL CABINET

### TASK CHECKLIST

---

- START AT THE TOP SHELF, WORK DOWN
- TOSS EXPIRED PRODUCTS
- GROUP SIMILAR THINGS TOGETHER

## UNDERSINK

### TASK CHECKLIST

---

- EMPTY EVERYTHING OUT
- TOSS EXPIRED PRODUCTS
- RELOCATE NON PERSONAL CARE ITEMS

## STORAGE

### TASK CHECKLIST

---

- TOSS EXPIRED PRODUCTS
- DONATE THINGS YOU WON'T USE
- GROUP SIMILAR THINGS TOGETHER

# LAUNDRY

## PRODUCTS

### TASK CHECKLIST

---

- START AT THE TOP SHELF, WORK DOWN
- TOSS EXPIRED OR GROTTY THINGS
- GROUP SIMILAR THINGS TOGETHER

## TOOLS

### TASK CHECKLIST

---

- EMPTY EVERYTHING OUT
- TOSS BROKEN/FAULTY THINGS
- RELOCATE NON CLEANING ITEMS

## BAGS

### TASK CHECKLIST

---

- SORT INTO TYPES
- TOSS BAGS YOU WON'T USE
- GROUP SIMILAR BAGS & FOLD

# LINEN CUPBOARD

## SHEETS

### TASK CHECKLIST

---

- TOSS STAINED & GROTTY THINGS
- DONATE UN-NEEDED THINGS
- STORE THE REST IN FUNTIONAL SETS

## TOWELS

### TASK CHECKLIST

---

- TOSS STAINED & GROTTY TOWELS
- DONATE TOWELS YOU DON'T USE
- STORE THE REST IN FUNTIONAL SETS

## TABLE LINEN

### TASK CHECKLIST

---

- TOSS STAINED & GROTTY THINGS
- TOSS THINGS YOU DON'T LIKE OR USE
- STORE KEEPSAKES ELSEWHERE



# LIVING ROOM

## PAPER

### TASK CHECKLIST

---

- SORT ALL THINGS MADE OF PAPER
- ASSIGN A SPACE FOR ESSENTIALS
- FILE OR RECYCLE THE REST

## TOYS

### TASK CHECKLIST

---

- TOSS BROKEN & GROTTY TOYS
- RELOCATE THE LEAST USED
- CONTAIN THE MOST USED

## BOOKS/GAMES

### TASK CHECKLIST

---

- WORK IN SMALL BATCHES
- SORT BATCH INTO LOVED/NOTLOVED
- DONATE OR RESHELVE

# LIVING ROOM

## ELECTRONICS

### TASK CHECKLIST

---

- GATHER EVERYTHING TOGETHER
- PAIR WITH CABLES IN ZIPLOCK BAGS
- ASSIGN SPACE, SELL OR RECYCLE

## ORNAMENTS

### TASK CHECKLIST

---

- PICK YOUR FAVOURITES
- STORE KEEPSAKES CAREFULLY
- DONATE THE REST

## CUSHIONS ETC

### TASK CHECKLIST

---

- CHOOSE CURRENT FAVOURITE
- STORE OTHER FAVOURITES ELSEWHERE
- DONATE THE REST

# DINING ROOM

## DINING TABLE

### TASK CHECKLIST

---

- CLEAR DIRTY DISHES & RUBBISH
- SORT & RELOCATE NON-DINING ITEMS
- ASSIGN SPACE FOR ESSENTIALS

## FLOOR

### TASK CHECKLIST

---

- SORT & CLEAR RUBBISH & PAPERWORK
- RELOCATE NON-DINING ITEMS
- CONTAIN ESSENTIAL TOYS ETC

## SURFACES

### TASK CHECKLIST

---

- SORT & RELOCATE NON-DINING ITEMS
- SORT PAPERWORK & FILE OR RECYCLE
- ASSIGN SPACES FOR ESSENTIALS

# DINING ROOM

## CUPBOARDS

### TASK CHECKLIST

---

- ONE BY ONE EMPTY EVERYTHING OUT
- RELOCATE NON-DINING ITEMS
- SORT THEN PUT BACK OR DONATE

## SHELVES

### TASK CHECKLIST

---

- START AT THE TOP SHELF, WORK DOWN
- PULL EVERYTHING OFF SHELF
- SORT BY KEEP OR DONATE, RESHELVE

## DRAWERS

### TASK CHECKLIST

---

- START AT THE TOP AND WORK DOWN
- ONE BY ONE EMPTY EVERYTHING OUT
- SORT THEN PUT BACK OR DONATE

# HOME OFFICE

## ELECTRONICS

### TASK CHECKLIST

---

- IDENTIFY ITEMS CURRENTLY IN USE
- PAIR UNUSED WITH CABLES
- ASSIGN SPACE, SELL OR RECYCLE

## PAPERWORK

### TASK CHECKLIST

---

- GATHER LOOSE PAPER & SORT BY TYPE
- ASSIGN SPACE & FILE ESSENTIALS
- RECYCLE THE REST

## BOOKS

### TASK CHECKLIST

---

- WORK IN SMALL BATCHES
- SORT BATCH INTO LOVED/NOTLOVED
- DONATE OR RESHELVE

# HOME OFFICE

## STATIONERY

### TASK CHECKLIST

---

- SELECT ESSENTIALS
- STORE IN CONTAINERS
- DONATE OR TOSS THE REST

## ORNAMENTS

### TASK CHECKLIST

---

- PICK YOUR FAVOURITES
- STORE KEEPSAKES CAREFULLY
- DONATE THE REST

## MISC

### TASK CHECKLIST

---

- IDENTIFY NON-OFFICE ITEMS
- ASSIGN SPACE FOR ESSENTIALS
- DONATE OR RELOCATE THE REST

# ENTRANCE

## FLOOR

### TASK CHECKLIST

---

- RELOCATE NON-GOING OUT ITEMS
- SORT & CLEAR RUBBISH & PAPERWORK
- SELECT ESSENTIALS, REHOME THE REST

## SURFACES

### TASK CHECKLIST

---

- SORT & CLEAR RUBBISH & PAPERWORK
- ASSIGN A PLACE FOR ESSENTIALS
- DONATE OR REHOME THE REST

## CUPBOARDS

### TASK CHECKLIST

---

- RELOCATE NON-GOING OUT ITEMS
- ASSIGN SPACE FOR ESSENTIALS
- DONATE OR RELOCATE THE REST

# BEDROOMS

## FLOOR

### TASK CHECKLIST

---

- RELOCATE NON-BEDROOM ITEMS
- PUT CLOTHES WHERE THEY BELONG
- ASSIGN A SPACE OR TOSS THE REST

## BEDSIDE

### TASK CHECKLIST

---

- RELOCATE NON-BEDROOM ITEMS
- REDUCE READING MATERIALS
- ASSIGN SPACE OR TOSS THE REST

## DRESSER TOPS

### TASK CHECKLIST

---

- RELOCATE NON-BEDROOM ITEMS
- PUT CLOTHES WHERE THEY BELONG
- ASSIGN A SPACE FOR ESSENTIALS



# BEDROOMS

## THE CHAIR

### TASK CHECKLIST

---

- START WITH THE VERY TOP LAYER
- RELOCATE NON-BEDROOM ITEMS
- PUT CLOTHES WHERE THEY BELONG

## UNDER BED

### TASK CHECKLIST

---

- RELOCATE NON-BEDROOM ITEMS
- REDUCE READING MATERIALS
- ASSIGN SPACE OR TOSS THE REST

## TOP OF WARDROBE

### TASK CHECKLIST

---

- RELOCATE NON-BEDROOM ITEMS
- PUT CLOTHES WHERE THEY BELONG
- ASSIGN A SPACE FOR ESSENTIALS

# BEDROOMS

## DRAWERS

### TASK CHECKLIST

---

- START AT THE TOP AND WORK DOWN
- ONE BY ONE EMPTY EVERYTHING OUT
- SORT THEN PUT BACK OR DONATE

## CUPBOARDS

### TASK CHECKLIST

---

- ONE BY ONE EMPTY EVERYTHING OUT
- RELOCATE NON-BEDROOM ITEMS
- SORT THEN PUT BACK OR DONATE

## SHOES

### TASK CHECKLIST

---

- PULL OUT AND PAIR
- SORT INTO LOVED AND NOT-LOVED
- STACK IN BOXES, SHELVES OR CUBBYS

# BEDROOMS

## WARDROBE

### TASK CHECKLIST

---

- START AT ONE END AND WORK ALONG
- ONE BY ONE PULL EACH ITEM OUT
- PUT PERFECT ITEMS BACK DONATE THE REST

## ACCESSORIES

### TASK CHECKLIST

---

- SORT INTO TYPES AND SEASONS
- SORT INTO LOVED AND NOT-LOVED
- PUT PERFECT ITEMS BACK DONATE THE REST

## JEWELLERY

### TASK CHECKLIST

---

- SORT INTO TYPES AND PAIR
- SORT INTO LOVED AND NOT-LOVED
- STORE CORRECTLY, SELL OR DONATE