



## Room by Room

### Entry

- Remove everything on the floor
- Clear away clutter on tables
- Clean out coat closet
- Use an area rug that's cleanable
- Get rid of unnecessary or unused furniture
- Consider a bench to sit on to take off shoes (if there's room)

### Kitchen

- Clean any dirty dishes and put them away
- Take everything off countertops and evaluate the use, put back only those items you use all the time, give or throw away what you haven't used in two years
- Go through cabinets and do the same
- Go through pantry and refrigerator and throw away or give away anything old or unused
- Replace or toss worn out cloths, towels, scrub pads

- Organize trash for recycling, paper, plastic, glass, miscellaneous (this will vary by city practices)

### Living Room/Family Room

- Make 36" clearance between furniture for walking
- Make 11" between sofa and coffee table
- Clear old nick-knacks that you no longer love, or do not add to your joy
- Throw away, give away or find a storage place for any unnecessary books, papers, games, or junk in the room.
- Go back and double and triple check – “are you sure you want to keep it”?

### Laundry Room/Mud Room

- Do all the laundry and put it away before you begin
- (I know you do this every time) clean dryer filter
- Throw away, give away or find a storage place for any unnecessary bottles, racks, old clothes or junk in the room.
- Find a place to store soap and dryer sheets
- Add a handy trash can if there isn't one already

### Bathrooms

- Throw away, give away or find a storage place for any old toothbrushes, unused bottles or junk in the room.

- Find a place to store washcloths and towels
- Hang a hand towel for easy use
- Organize any cosmetics or bottles that are always used
- Add a handy trash can if there isn't one already

## Office

- Take everything off desktop and evaluate the use, put back only those items you use all the time, give or throw away what you haven't used in two years
- Sort through papers and do all filing
- Answer your mail, pay your bills
- Get everything that is not work related OUT OF your office
- Untangle and label your wiring to computers, phone systems, lamps, etc.
- Take everything out of drawers and closet and evaluate the use, put back only those items you use all the time and give or throw away what you haven't been using

## Bedrooms

- Take everything off furniture and evaluate the use, put back only those items you use all the time, give or throw away what you haven't used in two years
- Take everything out of drawers and evaluate the use, put back only those items you use all the time, give or throw away what you haven't used in two years

- Head for the closets, evaluate the use of all clothing, shoes, accessories, keep only those items you use all the time, give or throw away what you haven't used in two years
- Are you storing things that don't belong in the bedroom? Suitcases, books, Christmas decorations? Find another spot for them or get rid of them if you don't use it
- Leave your nightstand clutter free

### One Last Look

- Bonus points for any additional items you take out of the rooms as you go back through to double-check that you haven't missed a thing.
- While you are going through the rooms decluttering, make a list for repairs of things you need to keep. Clogged drains, broken furniture leg, missing hardware, scuffed paint, torn wallpaper, burned out light bulb. Then, either give your significant other a "honey-do list" or hire a "rent-a-husband" and get it all fixed. It will feel good.