

Decluttering

CHECKLIST

Daily

- Clean off kitchen table
- Put away random items
- Organize the mail
- Put away bags, shoes, toys and other items that don't belong
- Clean up dishes and food items from kitchen counters
- Empty sink and dishwasher

Weekly

- Clean out bags and purses
- Discard mail and bills that are not needed. Take photos if necessary.
- Clean out refrigerator
- Put away important papers
- Clean out car

Monthly

- Recycle catalogs
- Donate magazines and books
- Straighten closets and clothes in bedrooms

Quarterly

- Clean out freezer
- Clean out pantry and spices
- Clean out junk drawer
- Clean out pet toys and blankets - toss old items
- Go through kids art and activity books - toss those that are not usable