DECLUTTER CHECKLIST

DECLUTTER THE OUTSIDE

Outside Front Entrance:
- Remove dead leaves and limbs from walkways, entrance and yard
- Trim shrubbery and trees
- Wash windows
- Remove cobwebs
- Sweep debris away from front door
- Collect mail daily
- Mow your yard
- Put away all tools in the garage or outbuilding
- Roll hoses up
- Clean out gutters
- Repair shutters
- Paint where needed
- Mulch flowerbeds
- Repair fences and anything else

DECLUTTER THE INSIDE

Foyer:
- Hang up coats in closet or armoire
- Place shoes in closet
- Vacuum or sweep
- Dust and polish furniture
- Add an umbrella stand or storage area for umbrellas

Den:
- Make sure furniture doesn’t block natural traffic pathways when entering the room or moving through it to the rest of the house.
- Pick up discarded items, clothing, magazines, toys, games, empty plates or glasses. Return each to the proper storage areas.
- Sort magazines and newspapers. Give them away or recycle.
- Repair blinds, shades, curtains, draperies or broken rods. Broken items are considered clutter.

Kitchen:
- Don’t allow dirty dishes to stack up in the sink or on the table
- Declutter countertops
- Organize and maintain cabinets
- Wash floors regularly
- Keep sinks clean and unclog drains
- Replace worn out scrub pads, sponges and kitchen towels
- Replenish soap dispensers
- Clean cabinets, stove range and oven regularly
- Throw out spoiled food in refrigerator
- Wash around light switches and doors
- Clean pet bowls
- Clean windows
- Keep blinds dusted
- Empty trash can

**Laundry:**
- Do laundry
- Fold and put laundry away
- Clean dryer filter
- Remove soap residue before it builds up
- Clean washer and dryer
- Wash floor, windows and clean sinks
- Organize closets
- Store detergent, softeners and other products on shelves or in cabinets
- Keep lids on all products used
- Throw lint into trash cans

**Bathrooms:**
- Deodorize regularly
- Turn off exhaust fans when not in use
- Keep shower stalls, tubs and sinks clean
- Clean toilets
- Wash windows
- Clean toothpaste buildup in sinks or toothbrush holders
- Clean mirrors
- Pick up towels from floor and hang to dry for reuse or take to laundry room
- Take washcloths to laundry room
- Empty trash can
- Unclog sinks, tubs or showers
- Collect all cosmetics strewn over bathroom or loose in drawers and organize into bins and tubs.
  - Store in drawers, cabinets or closet

**Bedrooms:**
- Make bed in mornings before leaving bedroom
- Dust furniture
- Vacuum regularly
- Hang up clothes
- Put away shoes and other items
- Use armoire and dressers for additional clothing storage
- Keep towels out of bedroom and in bathroom
- Place dirty clothes in hamper or take to laundry room
- Take any dirty dishes to kitchen for washing. Don't eat food in bedroom. This is a bad practice
  - and can create rodent and bug infestations
- Wash windows
- Dust overhead light fixtures and fans
- Replace burned out light bulbs
- Keep nightstand free of clutter
- Organize closets and drawers
- Store suitcases in attic or garage, not under the bed or in closet
- Dust regularly underneath bed
Home Office:
☐ Keep desk clean
☐ Sort through any stacks of paper and file.
☐ Empty trash can
☐ Replace burned out light bulbs
☐ Remove stacks of boxes and store in attic or garage
☐ Open, sort and handle any unread mail or bills
☐ When working in office make it a work zone only
☐ Untangle wires, tie together to keep out of sight
☐ Organize drawers, files and closet

Other items:
☐ Remove any cobwebs in corners
☐ Mop or vacuum floors regularly
☐ Remove shoes when entering home so you don't track in germs and dirt.
☐ Store shoes in closets, never in the open, never beside the front or back door or underneath furniture.
☐ Clean and remove stains on rugs, carpets, floors, sinks, tubs, or showers.
☐ Keep windows clean inside and outside.
☐ Designate place for keys and use it
☐ Vacuum carpets, rugs and floors regularly
☐ Empty trash regularly
☐ Wash and maintain windows
☐ Replace burned out light bulbs
☐ Organize closets

Vehicles
☐ Clean out cars, trucks and SUVs
☐ Keep a trash bag in your vehicle and empty regularly
☐ Empty cigarette trays
☐ Wash, wax, vacuum and detail and regularly
☐ Check fluids
☐ Replace worn out parts