

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 tops
- ☐ 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