

Closet Organization Checklist

A complete plan to purge, categorize, and organize your closet and accessories.

Empty and Purge

- ☐ Remove every item so the closet is completely empty
- ☐ Wipe shelves, rods, and floor before anything goes back
- ☐ Sort clothes into keep, donate, sell, and repair piles
- ☐ Try on anything you are unsure about and decide on the spot
If it does not fit or flatter now, let it go.
- ☐ Discard worn-out basics, single socks, and broken hangers

Categorize Your Wardrobe

- ☐ Group items by type: tops, bottoms, dresses, and outerwear
- ☐ Arrange each category by color for fast visual scanning
- ☐ Separate everyday pieces from special-occasion wear
- ☐ Set off-season clothing aside for separate storage
- ☐ Create a small zone for items awaiting repair or tailoring

Set Up a Hanging System

- ☐ Switch to slim, matching hangers for a uniform look and more space
- ☐ Hang structured items like blazers, shirts, and dresses
- ☐ Add a second rod or hanging organizer to double capacity
Great for short items like shirts and skirts in small closets.
- ☐ Place frequently worn pieces at eye level and easy reach
- ☐ Keep a few empty hangers ready for new or clean laundry

Fold and Shelf Storage

- ☐ Fold knits, jeans, and tees to prevent stretching
- ☐ Stack folded items vertically so you can see each one
- ☐ Use shelf dividers to keep stacks upright and tidy
- ☐ Store bulky sweaters in bins to protect the shape
- ☐ Label shelves or bins so items return to the right spot

Organize Shoes and Accessories

- ☐ Line up shoes on a rack or in clear, stackable boxes
- ☐ Hang belts, scarves, and ties on dedicated hooks or racks
- ☐ Store jewelry in a divided tray or hanging organizer
- ☐ Use an over-door rack for bags or smaller accessories
Over-door space is a hidden win in tight closets.
- ☐ Keep handbags upright with shelf dividers or bins

Maintain the System

- ☐ Return every item to its assigned spot after wearing it
- ☐ Do a quick five-minute tidy once a week
- ☐ Swap seasonal clothing in and out twice a year
- ☐ Apply a one-in, one-out rule for new purchases

- ☐ Schedule a deeper purge each season to stay clutter-free
Donate as you go so bags actually leave the house.