

# 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.