

Decluttering Checklist

A step-by-step method to declutter any space using keep, donate, sell, and toss.

Set Up the Four-Pile System

- ☐ Label four containers: keep, donate, sell, and toss
- ☐ Add a fifth bin for items that belong in another room
- ☐ Pick one small area and set a 20-minute timer
 - Small wins build the momentum to keep going.
- ☐ Empty the chosen area completely onto a flat surface
- ☐ Commit to handling each item only once

Sort with Clear Decisions

- ☐ Keep items you have used in the past year
- ☐ Donate usable items you no longer need or love
- ☐ Set aside higher-value items to sell
- ☐ Toss anything broken, expired, or unsafe to use
- ☐ Relocate misplaced items to the room they belong in
 - Wait until the session ends to put them away.

Declutter Surfaces and Floors

- ☐ Clear counters, tables, and desks down to true essentials
- ☐ Remove anything stored on the floor that has a better home
- ☐ Sort the junk drawer and discard dead pens and stray parts
- ☐ Recycle old mail, paperwork, and expired coupons
- ☐ Wipe each cleared surface before deciding what returns

Tackle Closets and Drawers

- ☐ Pull every item out and sort into the four piles
- ☐ Try on questionable clothing and donate what does not fit
- ☐ Discard single socks, stretched basics, and worn shoes
- ☐ Keep only the linens and towels you actually use
- ☐ Group what remains by type before putting it back
 - Folding vertically lets you see everything at a glance.

Handle Sentimental and Hard Items

- ☐ Box sentimental items separately and limit yourself to one bin
- ☐ Photograph keepsakes you want to remember but not store
- ☐ Set duplicates aside and keep only the best version
- ☐ Give yourself permission to release guilt gifts
- ☐ Revisit the maybe pile after a week with fresh eyes

Finish and Follow Through

- ☐ Take out the toss bags immediately so they do not creep back
- ☐ Schedule a donation drop-off within the week
 - Put the donation box in your car so it actually leaves.
- ☐ List sell items online or set a date for a yard sale

- ☐ Put keep items away in their assigned homes
- ☐ Adopt a one-in, one-out rule to stay clutter-free