

Home Organization Checklist

A room-by-room plan to declutter and organize every space in your home.

Plan Your Whole-Home Reset

- ☐ Walk through every room and note the top problem area in each
Snap photos so you can compare before-and-after progress.
- ☐ Gather supplies: trash bags, donation bins, labels, and a marker
- ☐ Set a realistic timeline and assign one zone per session
- ☐ Designate a staging spot for keep, donate, sell, and toss piles
- ☐ Block time on the calendar so the project actually happens

Entryway and Living Room

- ☐ Clear the entry floor and add hooks or a tray for keys and mail
- ☐ Sort shoes and coats, keeping only current-season items at hand
- ☐ Declutter coffee table and shelf surfaces down to essentials
- ☐ Corral remotes, chargers, and cables in a labeled basket
- ☐ Tidy media and books, donating anything you no longer use
Group by category so items are easy to find later.

Kitchen and Pantry

- ☐ Empty one cabinet at a time and wipe shelves before refilling
- ☐ Toss expired food and chipped or unused dishware
- ☐ Create zones for cooking, prep, baking, and storage
- ☐ Group pantry staples and store them in clear, labeled containers
- ☐ Clear counters so only daily-use appliances remain out

Bedrooms and Closets

- ☐ Sort clothing into keep, donate, and repair piles
- ☐ Fold or hang remaining clothes using a consistent system
- ☐ Clear nightstands and store small items in shallow drawers
- ☐ Use under-bed bins for off-season clothing and spare linens
Vacuum-seal bulky bedding to save space in small homes.
- ☐ Make the bed daily to anchor a tidy room

Bathrooms

- ☐ Discard expired medicine, makeup, and dried-out products
- ☐ Group toiletries by type in drawer dividers or caddies
- ☐ Add over-toilet or wall shelving to free up counter space
- ☐ Keep only fresh towels in the cabinet and donate the rest
- ☐ Restock essentials and note what is running low

Storage, Garage, and Maintenance

- ☐ Label every storage bin clearly on more than one side
- ☐ Rotate seasonal gear so current items stay accessible
- ☐ Hang tools and sports equipment on wall hooks or pegboard

- ☐ Schedule a weekly fifteen-minute reset for one zone
Pick the same day each week to build the habit.
- ☐ Apply a one-in, one-out rule to keep clutter from returning