

Kitchen Organization Checklist

A zone-based plan to organize kitchen cabinets, drawers, counters, and storage.

Declutter Cabinets

- ☐ Empty one cabinet at a time and wipe shelves before refilling
- ☐ Toss chipped dishes, lidless containers, and duplicate gadgets
- ☐ Donate small appliances you have not used in a year
Be ruthless with single-use gadgets.
- ☐ Store everyday dishes in the most accessible cabinet
- ☐ Move rarely used items to high or low shelves

Organize Drawers

- ☐ Add dividers to separate utensils by type
- ☐ Sort the junk drawer and discard dead pens and stray parts
- ☐ Group cooking tools in the drawer nearest the stove
- ☐ Store knives in a tray or block, not loose in a drawer
A blade guard protects fingers and edges.
- ☐ Keep wraps, foil, and bags together in one drawer

Clear and Use Counters

- ☐ Remove everything and wipe the counters clean
- ☐ Return only daily-use appliances to the surface
- ☐ Store occasional appliances inside cabinets or a pantry
- ☐ Add a small tray to corral oils and frequently used items
- ☐ Keep a clear prep zone always ready for cooking

Set Up Workflow Zones

- ☐ Create a prep zone with cutting boards, knives, and bowls
- ☐ Build a cooking zone with pots, pans, and utensils by the stove
- ☐ Place spices and oils within reach of the cooktop
- ☐ Set up a storage zone for containers and food wraps
- ☐ Position mugs and glasses near the coffee maker or sink
Match each zone to how you actually move while cooking.

Organize Under the Sink

- ☐ Empty the cabinet and add a wipeable liner
- ☐ Group cleaning supplies in a portable caddy
- ☐ Install a tiered or pull-out shelf around the plumbing
- ☐ Hang a tension rod to hold spray bottles
- ☐ Add a hook or bin for trash bags and sponges

Maintain Your Kitchen

- ☐ Return items to their zone after each use
- ☐ Do a quick counter reset before bed each night
- ☐ Run a weekly fridge clear-out before grocery shopping
Toss leftovers before they pile up.

- ☐ Wipe one cabinet or drawer during each deep clean
- ☐ Reassess zones seasonally as your cooking habits change