

Checklist

for stress-free decluttering

PLANNING:

- Decide on **one small area** you want to start decluttering (eg. a drawer, closet section).
- Set aside ample time for the task - 15 minutes, 30 minutes, 1 hour?
- Gather supplies needed for cleaning and clearing the space (eg rags, soap, trash bag).
- Assess how you use the space - is it daily, weekly? What's working? Or not?

DECLUTTERING:

- Using the sorting signs, remove items and group into categories - Keep, Donate, Recycle or Trash.
- Review items in KEEP pile and pare down further or put in sub-groups as needed.
- Once everything is removed from the space, thoroughly clean area.

ORGANIZING:

- Shop your home (**before** buying!) for storage containers to hold remaining items.
- Fill containers, where needed, with groups of items and add labels (recommended!)
- Place items in their new home, step back and enjoy your newly organized space!