

Spring Organization Checklist

Entry

- Quick sort into categories
- Toss anything that is broken, torn, or worn out
- Place any items you no longer use in your 'donate' box
- Swap seasonal gear like parkas, boots, & scarves for lighter jackets & shoes
- Box up the seasonal gear and store it elsewhere if possible
- Create a place for everything...

Kitchen

- Quick sort each section
- Toss anything that is broken
- Place any items you no longer use in your 'donate' box
- Pantry
- Drawers
- Counters & Cupboards
- Fridge & Freezer
- Write a quick inventory of bulk items in Pantry & Freezer
- Create a place for everything...

Living Room & Family Room

- Quick sort
- Donate items you no longer use & toss anything that's broken
- Categorize your 'keep' items & contain them with bins, shelves, or drawers
- Practice tough love – how many throw pillows are really necessary?
- Create a place for everything...

Bedrooms

- Quick sort
- Toss linens that are torn or have holes in them
- Donate items you no longer use
- Categorize your 'keep' items & contain them with bins, shelves, or drawers
- Honestly sort clothing & donate what you no longer wear
- Create a place for everything...

BATHROOMS

- Quick sort
- Toiletries & medications
- Toss any that are expired or no longer used. (Safely dispose of medications per your local guidelines.)
- Too many? Keep a realistic amount and give away unopened items you'll never use.
- Toss towels that are torn or have holes in them
- Create a place for everything...

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Laundry Room

- Quick sort
- Toss anything that is broken
- Donate items that are no longer used
- Establish a simple system for your family
- Categorize keep items & contain them with bins, shelves, or drawers
- Create a place for everything...

Paper & Mail

- Gather all paper and mail
- Quick sort through each item:
Recycle, Shred, Action, file
- Establish a basic paper system if you don't already have one
- Long term documents in filing cabinet
- Short-term paper/action items in a simple desktop system
- Create a place for everything...

Garage

- Quick sort one section at a time when spring organizing the garage
- Create zones such as sports equipment, outdoor gear, tools, yard care, & automotive
- Toss anything that is broken
- Donate anything you no longer use
- Create a place for everything...

...The Rest!

You've probably noticed a pattern by now!
For any other spring home organization projects, simply follow these similar steps:

- Quick sort into toss, donate, & keep
- Categorize 'keep' items into zones
- Contain zones & label them
- Create a place for everything

STATUS ORGANIZED



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DECLUTTERING SPACES

HOUSTON, TX 77008

832-786-8176

STATUSORGANIZED@GMAIL.COM