

# HOME ORGANIZATION checklist



## KITCHEN

- Declutter expired food from the pantry and fridge.
- Organize cabinets by grouping similar items (e.g., plates, spices, pots).
- Match lids to containers—toss or recycle mismatched items.
- Create a designated space for frequently used appliances.

## BEDROOMS

- Sort through clothing—keep what fits and donate the rest.
- Organize dresser drawers using dividers or folding techniques.
- Utilize under-the-bed storage for seasonal items.
- Keep nightstands clear of unnecessary items.

## LIVING ROOM

- Sort through books, magazines, and DVDs—donate what you no longer use.
- Clear coffee tables and end tables of unnecessary clutter.
- Invest in storage bins or baskets for remotes, blankets, and toys.
- Rearrange furniture to optimize flow and functionality.

## BATHROOMS

- Toss expired medications, skincare, and makeup products.
- Organize toiletries by category in baskets or drawer organizers.
- Keep countertops clear—use trays for daily essentials.
- Deep clean shower, tub, and sink areas for a fresh start.



FLIP



## CLOSET

- Remove clothing you haven't worn in a year.
- Use uniform hangers to save space and create a tidy look.
- Organize shoes using racks or clear boxes.
- Label bins for accessories, seasonal items, or keepsakes.

## DIGITAL SPACES

- Organize photos and files on your computer or phone.
- Unsubscribe from unnecessary emails and delete junk mail.
- Back up important files to an external drive or cloud storage.

## STORAGE SPACES

- Declutter attics, basements, and garages—start with items you haven't used in years.
- Donate or toss broken or unused items.
- Invest in clear bins with labels for easy access.
- Consider renting a storage unit for items you want to keep but don't need daily.

## SET MAINTENANCE GOALS

- Spend 10 minutes a day tidying up high-traffic areas.
- Do a monthly inventory check for clutter.
- Keep a donation box handy for items you no longer need.



Want more organizations tips and resources?

Visit [www.EZAccess-Storage.com/blog](http://www.EZAccess-Storage.com/blog)