

The Ultimate Declutter Checklist

KITCHEN

- Organise Kitchen Drawers
- Organise Pantry
- Organise Fridge
- Throw Expired/Outdated Items
- Clean freezer
- Empty bottles and boxes
- Throw away carry bags collected from stores
- Declutter countertops
- Unclog drains
- Wash kitchen towels and tea towels
- Clean stove, microwave, chimney, oven and other kitchen appliances

BATHROOM

- Arrange Cabinets and Drawers
- Wash dirty clothes and towels
- Clean shower stall, tub and sinks
- Clean toilet
- Clean windows and mirrors
- Unclog sink, tub and shower



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HALLWAY/ENTRYWAY/MAIN AREA

- Organise Shoes in Shoe rack
- Throw away items, not in use
- Clean windows
- Remove cobwebs

LIVING ROOM

- Stack books and magazines on the coffee table.
- Arrange blankets, fluff pillows and cushions on the sofa.
- Old newspapers and magazines
- Computer or video games you're no longer playing

BEDROOMS

- Make the bed and fold blankets
- Throw dirty laundry in the laundry bucket
- Throw away waste papers
- Throw away old calendars and diaries
- Dust furniture, fan and night stand
- Clean windows
- Organise closet and drawers
- Dust underneath bed



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HOME OFFICE

- Organise loose papers into folders and file
- Organise drawers
- Put stationary in stand
- Delete movies, music, pictures, videos, files etc from your computer which are not in use.
- Email Inbox
- Arrange a stack of papers and files.

GARDEN

- Change old decorations
- Weed the garden
- Trim shrubbery and trees

OTHER STUFF

- Put photographs in a photo album or photo frame
- Remove old clothes from cupboard
- Books that you never read or will never read
- Old utility bills or warranty cards which are already expired.
- Delete old stuff from your mobile phone
- No use mobile phone apps
- Expired medicines or any item from your first aid kit
- Contact numbers from your phone book

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- Unsubscribe from services that you don't use
- Organise your handbag
- Old makeup and cosmetics
- Clean rugs and carpets
- Empty all trash cans
- Clean vehicles

