

The Decluttering *Checklist*

Use this checklist room by room to make decluttering feel manageable. Tick each item as you complete it.

01 Before You Start

- Prepare donation, recycling and rubbish bags
- Set a timer for 15-30 minutes
- Start with one small area
- Create Keep, Donate, Sell and Bin categories

02 Bedroom

- Remove clothes you no longer wear
- Donate items that no longer fit
- Organise shoes
- Clear bedside tables
- Tidy wardrobe shelves and drawers

03 Bathroom

- Dispose of expired toiletries
- Organise skincare and beauty products
- Remove empty containers
- Group similar items together

04 Kitchen

- Check food expiry dates
- Remove duplicate utensils
- Organise cupboards
- Clear countertops
- Declutter the pantry

05 Living Room

- Remove unused magazines and papers
- Organise books and media
- Tidy cables and electronics
- Donate unused décor items

06 Home Office

- Shred unnecessary paperwork
- Organise stationery
- Sort cables and chargers
- Clear desk surfaces

07 Final Checklist

- Take donation items to a charity shop
- Recycle appropriate items
- Put everything back in its designated place
- Celebrate your progress