

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