

# Decluttering Checklist Sample

Decluttering Hack	Checklist
Use the One-Minute Rule	<ul style="list-style-type: none"> <li>✓ Throw out receipts from your purse or wallet as soon as you get home.</li> <li>✓ Hang up your coat instead of draping it over a chair.</li> </ul>
Set a 10-Minute Decluttering Timer	<ul style="list-style-type: none"> <li>✓ Set a timer and declutter your coffee table before your favorite show starts.</li> <li>✓ Tidy your kitchen sink area while waiting for the oven to preheat.</li> </ul>
Try the 12-12-12 Challenge	<ul style="list-style-type: none"> <li>✓ Remove 12 expired items from your fridge, donate 12 pantry items you won't eat, and return 12 dishes to the right cabinet.</li> <li>✓ Apply it to your closet: toss 12 worn-out items, donate 12 you haven't worn, and put 12 back neatly.</li> </ul>
Create a "Maybe" Box	<ul style="list-style-type: none"> <li>✓ Place old cords and chargers you're unsure about in a box labeled with today's date.</li> <li>✓ Store that extra blender you haven't used in a year in the "maybe" bin.</li> </ul>
Keep a Donation Bin by the Door	<ul style="list-style-type: none"> <li>✓ Drop in an old tote bag or duplicate tool you no longer need.</li> <li>✓ Add clothes, books, or gadgets you haven't used in months.</li> </ul>
Clear One Flat Surface	<ul style="list-style-type: none"> <li>✓ Clear everything from your entryway shelf or desk and reset with just the essentials.</li> <li>✓ Wipe down your nightstand and keep only a lamp and one useful item.</li> </ul>
Declutter Digitally and Ditch Paper Piles	<ul style="list-style-type: none"> <li>✓ Recycle unopened junk mail and old receipts on your counter.</li> <li>✓ Delete unneeded screenshots and old files from your phone or laptop.</li> </ul>

<p>Use the "5 Things" Method</p>	<ul style="list-style-type: none"><li>✓ Choose any room and find five things to throw away or put away.</li><li>✓ Look in your backpack, gym bag, or car and remove five unneeded items.</li></ul>
<p>Tidy by Category, Not Location</p>	<ul style="list-style-type: none"><li>✓ Gather all your shoes or coats from around your home and keep only what you wear.</li><li>✓ Sort every reusable bottle or container and get rid of extras or mismatched items.</li></ul>
<p>Store Items Where You Use Them</p>	<ul style="list-style-type: none"><li>✓ Move your most-used pens to your desk drawer instead of the kitchen counter.</li><li>✓ Keep keys or reusable bags near the door where you grab them on the way out.</li></ul>