



DECLUTTER IN 10 STEPS

- 1) Choose ONE space (e.g. room, closet, fridge, drawer, etc.)
- 2) What will this space be used for? What will belong in that space? Be clear and specific.
- 3) If you are currently using the space for the same purpose, what already works well for you?
- 4) Who will be using the space? What do they need access to? What should they not be able to access? Think safety first!
- 5) Remove the items in the space
- 6) Sort through the items - donate, sell, keep, toss
- 7) Use the second checklist item above as a guide to determine which of the items you are keeping will be placed in this area
- 8) Return the items to the space, making sure they are safely and easily accessible (based on who is using them, above). You can use containers and dividers to help separate items.
- 9) Maintain the space - The frequency will depend on how well those who use it put things back in their designated spaces. A regular reset will also help you determine what works and what doesn't work for the space.
- 10) Revisit this checklist if you are seeing items that don't belong in the space, based on your original vision or if you need to change what the space is used for.

Don't forget to take before, during and after pictures. It's wonderful to see the transformation.



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