

# CHECKLIST

## Decluttering

✓	KITCHEN	Start Date	End Date
	<p><b>Clear Countertops:</b></p> <ul style="list-style-type: none"><li>• Remove appliances and utensils that are rarely used or duplicates.</li></ul>		
	<p><b>Sort Through Cabinets:</b></p> <ul style="list-style-type: none"><li>• Empty cabinets and assess the contents.</li><li>• Donate or discard items you no longer use or need,</li></ul>		
	<p><b>Tackle Pantry and Fridge:</b></p> <ul style="list-style-type: none"><li>• Check expiration dates and dispose of expired or unused food items.</li><li>• Organize shelves and use storage containers to keep items neat.</li></ul>		
	<p><b>Evaluate Cookware and Utensils:</b></p> <ul style="list-style-type: none"><li>• Declutter pots, pans, and cooking utensils.</li><li>• Keep only what you regularly use and donate the rest.</li></ul>		

# CHECKLIST

## Decluttering

✓	MASTER CLOSET	Start Date	End Date
	<p><b>Clear Everything Out</b></p> <ul style="list-style-type: none"><li>• Take everything out, section by section.</li><li>• Sort clothing, shoes, and accessories into categories.</li><li>• Wipe down shelves, rods, and drawers before placing items back.</li></ul>		
	<p><b>Evaluate Your Wardrobe</b></p> <ul style="list-style-type: none"><li>• Try on clothes you haven't worn in the past year.</li><li>• Ask yourself: "Does this fit?" Do I love it? Would I buy it again?"</li><li>• Remove items that are stained, torn, or worn-out.</li></ul>		
	<p><b>Sort Into Categories</b></p> <ul style="list-style-type: none"><li>• Keep: Clothes you love, wear often, and that fit well.</li><li>• Donate: Items in good condition that no longer fit your style or size.</li><li>• Sell: Design or high-quality items in excellent condition,</li><li>• Trash: Items with stains, holes, or excessive wear.</li></ul>		
	<p><b>Organize by Category &amp; Season:</b></p> <ul style="list-style-type: none"><li>• Hang or fold clothes by type (shirts, dresses, pants, etc.).</li><li>• Use slim, matching hangers to maximize space.</li><li>• Store out-of-season clothes in labeled bins or top shelves.</li></ul>		

# CHECKLIST

## Decluttering

✓	MASTER CLOSET (CON'T)	Start Date	End Date
	<p><b>Shoes and Accessories</b></p> <ul style="list-style-type: none"> <li>• Sort shoes by frequency of use-keep everyday pairs accessible.</li> <li>• Use shoe racks or clear bins to keep them organized.</li> <li>• Declutter handbags, belts, scarves, and jewelry, keeping only what you use.</li> </ul>		
	<p><b>Optimize Closet Space</b></p> <ul style="list-style-type: none"> <li>• Use hanging organizers for folded clothes like sweaters.</li> <li>• Install hooks or racks for bags and accessories.</li> <li>• Use drawer dividers for smaller items like socks and undergarments.</li> </ul>		
	<p><b>Final Step: Maintain Your Closet</b></p> <ul style="list-style-type: none"> <li>• Adopt a one-in, one-out rule--donate or sell an item when buying a new one.</li> <li>• Set a decluttering schedule (seasonal or quarterly check-ins.)</li> <li>• Keep a donation bin in your closet for easy purging.</li> </ul>		

If decluttering your master closet feels overwhelming, Dynamic Organizing Solutions is here to help! We provide side-by-side assistance to create a streamlined, organized closet that works for you.