

# bathroom checklist

## {declutter}

### **bath toys:**

- throw away squirty toys
- stick other toys in the dishwasher
- cut back the number of toys in the bathroom and rotate them from time to time

### **stockpile:**

- organize your stockpile so you can actually see what you have
- put earliest expiration date in the front
- donate products you won't use
- consider moving stockpile out of the bathroom or linen closet

### **medicines:**

- throw away expired medicines
- make a list of medicines you need before cold & flu season hits
- check for droppers, measuring cups, etc.; throw away extras

### **samples:**

- only keep the ones you'll actually use
- use bags or baskets to organize them by type
- discard old ones
- bonus tip: create a guest basket with samples in case your guests forget something

## {clean}

- dust high fixtures, windows, shelves, the top of your bath/shower unit (if it has a ledge)
- wipe shelves in closets/cabinets/drawers while decluttering
- let toilet bowl soak (commercial toilet cleaner or natural alternative)
- clean mirrors
- clean sink, especially around fixtures
- clean shower walls/doors to remove soap scum
- clean tub/shower floor
- dust baseboards
- clean the outside of toilet and the toilet seat
- scrub toilet
- mop

# bathroom checklist (cont.)

## {maintain}

- limit the number of bath toys in the tub at a time
- wipe down the sink every day, either using a towel or keep rags under the sink to use
- don't sign up for free samples just because you can unless you really think you'll use them
- keep a written inventory of medicine
- clean the bathroom while bathing your kids

# bedroom checklist

## { declutter }

### clothes

- if you don't like something in your closet, you probably won't ever like it, so pass it on
- turn all of your hangars around backward and then when you wear something, hang it up the right way
- make a list of any essentials you need for the holiday
- pack away your seasonal wardrobe so that you have more space in your dresser and closet

### flat surfaces

- scale back the number of knick knacks and mementos you keep in your
- clean off flat surfaces and find homes for the things you tend to just set down.
- sort through books & magazines and give away any that you won't read again

### storage

- sort through the piles in your room and find homes for the items
- empty the closet shelves and sort through any long-term storage
- in the guest room, organize and sort through your storage to create an inviting space

## { clean }

- wash mattress covers & replace any old or worn out pillows.
- wash sheets and hang comforters outside to air out.
- dust ceiling fans & reverse fan direction
- dust high shelves, window & door frames
- dust dressers/tvs
- dust shelves/knickknacks
- clean blinds and shades
- clean windows/mirrors/screens
- spot clean upholstery & carpet
- clean under/behind the couch
- wipe baseboards
- vacuum and/or mop

## { maintain }

- don't let flat surfaces accumulate stuff, find a home for the stuff
- don't use your master bedroom as a catch all
- dust & clean glass/mirrors weekly
- pass on any clothes that you haven't worn after 6-8 weeks unless they're special occasion items

# kids & toyschecklist

## {declutter}

### clothes

- sort through kids clothes and organize them by size
- set aside any pieces that don't have a match and either purchase a match or give them away
- turn all of the hangers around backward and hang things the proper way after they're worn
- make a list of any essentials the kids need for the holiday
- pack away seasonal wardrobes to make more space in dressers and closets

### toys

- involve kids in the process rather than doing it behind their backs
- purge the toys to make room for new toys
- throw away broken pieces
- group sets together
- give away toys that don't get played with
- set limits on miscellaneous toys
- give kids defined spaces for their collections

### desks & homework areas

- repair or recycle torn books
- throw away any empty glue bottles, unusable pencils, etc.
- dust or vacuum inside drawers
- file or recycle papers
- sort supplies & pack away extras to reduce clutter

## {clean}

- wash mattress covers & replace any old or worn out pillows.
- wash sheets and hang comforters outside to air out.
- dust ceiling fans & reverse fan direction
- dust high shelves, window & door frames
- dust dressers/TVs
- dust shelves/knickknacks
- clean blinds and shades
- clean windows/mirrors/screens
- spot clean carpet
- wipe baseboards
- vacuum and/or mop

{maintain}

- consider a family closet for kids' clothing
- follow the one toy in, one toy out rule and giveaway a toy each time a new one is received
- clean up every day and put toys away by set so that the mess doesn't build up over time
- rotate toys every 1-2 months rather than having them all available all the time
- request clutter-free gifts like craft supplies, experiences and books
- give kids regular age-appropriate chores and have them help maintain their areas

# kitchenchecklist

## {declutter}

### cookbooks:

- make copies of any recipes you don't want to lose
- create a notebook or digitize them
- donate cookbooks that you don't use regularly

### pantry:

- clean out expired food and trash it
- donate canned & boxed goods you're not going to use
- organize the items in your pantry with the earliest expiration dates in the front
- group items by category – baking, dinner, snacks, spices, etc
- make a list of pantry staples to stock up for the holidays

### fridge:

- toss expired condiments & old food

### drawers/cabinets

- declutter appliances, pots/pans & kitchen tools (how often do you really use it? is there something else you could use instead?)
- get rid of duplicates unless you really use them
- declutter storage containers/lids and get rid of the ones that are missing their other half
- create "zones" for your tools so they're close to where you actually use them – a coffee zone, a baking zone, a cooking zone, etc.

## {clean}

- start at the top – dust the tops of cabinets, appliances and range hoods
- vacuum / wipe down cabinet shelves, drawers & your pantry
- use vinegar/water to clean the shelves in your fridge/freezer
- clean your oven
- clean under your oven (often the drawer will pull right out so you can get under there)
- clean behind your fridge if possible. take off the front grill and clean it out to make it more efficient
- clean your stove/range. soak inserts in vinegar to loosen the grime or use stove top cleaner for flat top stoves
- clean stainless steel appliances with baby oil
- clean any glass or windows in your kitchen (cabinet doors or shelves, oven doors, picture frames, etc.)
- dust knickknacks and baseboards

# kitchen checklist (cont.)

## {maintain}

- keep a pantry inventory to keep track of items you need to replenish
- try menu planning so you're not buying extras you won't use
- clean out your fridge each week before you go grocery shopping and wipe down the shelves as you do
- line the bottom of your oven with foil to catch drips and spills
- clean up stove spills/boil-overs right away so they don't build up or harden
- get into a habit of running your dishwasher regularly and emptying it right away
- clean up every night so you don't start the next day with a mess in the kitchen
- rotate your stockpile regularly
- use glass storage containers

# storage checklist

## {declutter}

### sentimental

- unpack sentimental items and find a use for them in your home rather than keeping them hidden away
- don't hold onto things just because you're afraid you'll lose the memories if you part with the item
- if you haven't thought about an item in a long time and don't have any use for it now, give it away
- keep a box for each of your children of special things from their childhood, but limit yourself to one box

### extras

- think about how long something has been in storage and how likely you are to need it to make an objective decision about keeping it
- ask yourself how much it would cost to replace it if you happen to need it at some point
- ask yourself how easy it would be to find a replacement if needed

### hand-me-downs

- organize hand me downs by size/gender
- go through hand me downs and give away any that you don't truly love
- consider lending or giving away any that you're not currently using

### seasonal decor

- give away any seasonal decor that stays in the box year-after-year

## {clean}

- clean behind boxes and bins. vacuum, dust corners and wipe down walls if necessary.
- wipe down shelves.
- group boxes by season or size so that it's easy to find them.
- label boxes clearly with detailed descriptions of what's inside.
- pack seasonal decor by room or type so that all of your ornaments are together, all of your living room decor is together, etc

## {maintain}

- think twice before putting something in storage
- when you take something out of storage, be sure to put it back in the correctly labeled box when you're done.
- store your regular decor in your holiday boxes so they'll be easy to find when it's time to pack the seasonal/holiday decor away

# living room checklist

## {declutter}

### media:

- clean out video games & movies
- get rid of extra remotes, consoles, cords, etc.
- corral remotes in a basket or caddy
- label cords with a label maker
- wrap up extra wires with a twisty tie
- plug electronics in relative to their location
- make things you're likely to unplug accessible

### toys:

- use a basket, toy box or cabinet to store toys
- return extras to bedrooms/play rooms
- create sets you can rotate rather than keeping all in one place

### bookshelves & knickknacks:

- clean off shelves and get rid of accumulated stuff
- donate books that you've read but don't want to keep
- read & donate magazines, limiting yourself to three months of back issues
- pare back the number of knickknacks you have

## {clean}

- dust ceiling fans & reverse fan direction
- dust high shelves, window & door frames
- dust entertainment centers/tvs
- dust shelves/knickknacks
- clean windows/mirrors/screens
- spot clean upholstery & carpet
- clean under couch cushions and under the couch
- wipe baseboards
- vacuum and/or mop

## {maintain}

- clean up toys every day (once or twice a day)
- don't let flat surfaces accumulate stuff, find a home for it
- dust & clean glass/mirrors weekly