

ROOM BY ROOM ORGANIZATION CHECKLIST



STEP BY STEP ORGANIZATION PROCESS

Bedroom:

- Clear surfaces of non-essential items
- Sort dresser drawers by category
- Implement closet zones
- Create an under-bed storage plan
- Set up a nightstand organization system

Bathroom:

- Remove expired products
- Group like items together
- Set up counterzones
- Organize under-sink area
- Install towel systems

Kitchen:

- Clear counters
- Sort pantry by categories
- Organize cabinets by use
- Set up cooking zones
- Create a food storage system

Living Room

- Sort entertainment items
- Organize hobby supplies
- Set up kid-friendly zones
- Manage cords and cables
- Create storage for daily items

Home Office:

- Set up a paper management system
- Organize desk drawers
- Create supply zones
- Establish a digital filing system

Maintenance Schedule

Daily (5-10 minutes):

- Reset each room before bed
- Return items to proper homes
- Quick surface wipe-down

Weekly (30 minutes):

- Check organization systems
- Restock supplies as needed
- Reset any problem areas

Monthly (1 hour):

- Deep clean storage areas
- Evaluate system effectiveness
- Make necessary adjustments

Troubleshooting Common Issues:

Problem: Items don't get put away

Solution: The system is too complicated – simplify it

Problem: Drawers get messy quickly

Solution: Too full – remove 20% of items