

# Quick Start **DECLUTTERING** Checklist

## **START WITH WHAT'S EASY**

- | Throw away obvious trash (wrappers, receipts, empty boxes)
- Clear one flat surface
- Take garbage out immediately
- Gather dishes into the sink or dishwasher
- Declutter one non-emotional area (bathroom, pantry)

## **SHRINK THE SPACE**

- Declutter one drawer
- Work on what fits inside a laundry basket
- Set a 5-minute timer
- Declutter one category (shoes, mugs, books)
- Focus on the first area you see when entering the room

## **MAKE DECISIONS SIMPLER**

- Ask: "Would I buy this again today?"
- Keep the best version of duplicates
- Question items unused for a year
- Let go of broken items you haven't fixed
- Remove items that make you feel guilty

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## **CREATE QUICK WINS**

- Fill one trash bag
- Clear kitchen counters before bed
- Remove five items from your closet
- Set aside one donation box
- Finish one small "problem drawer"

## **REDUCE THE MENTAL NOISE**

- Create a return basket for wandering items
- Give frequently used items a clear home
- Remove one item from every room
- Pause new purchases until space is cleared
- Unsubscribe from store emails
- Maintain one small "calm zone"
- Celebrate your progress

## **DAILY GUIDANCE**

Want daily guidance instead of guessing what to do next?  
Join the free 14-Day Declutter Challenge at:  
<https://organizeeveryroom.com/14-day-declutter/>