MY homier HOME
Quick-Win Decluttering & Organizing Checklist

☐ 1. Assess the damage.
- Grab a notepad and take notes on the following:
  - What doesn't function? Why doesn't it function?
  - What do you see causing the issue (poor habits, poor layout, etc)?
  - Does everything belong in this space? If not, where should it go?
  - What issues need to be tackled when you put this space back together?

☐ 2. If a small area, take everything out.
- If not a small area, breakdown your larger area into smaller chunks before taking everything out.

☐ 3. Make piles of like items.

☐ 4. Wipe down and vacuum the space.

☐ 5. Decide if you want to tackle the big tasks now or later.
- Does this area need a coat of paint? Better built-ins? New layout?
- If these are worth it to do now, go for it. If you can have function without completing some of these tasks, go for the quick-win and schedule these bigger tasks in your calendar for later.

☐ 6. Decide what should stay or go in this space.

☐ 7. If it doesn't go here, decide where it goes.

☐ 8. Assess what type of organizational items you need.
- Before going out to buy anything, check what you already have.
- If you still need to buy something, measure the length, width, & height of the space before heading to the store. And, don't wait longer than a week to purchase these.

☐ 9. Put it back together.
- Use your notes from step 1 to make sure you consider the previous issues as you put everything back in.

☐ 10. Live with it for a few days.
- Have you solved the issues? If not, what still needs to be addressed? Adjust as needed.

☐ 11. Revel in the bliss of a clutter-free, organized space.