

Home Organization Checklist

Entryway

- ☐ Clear everything off the floor that does not belong there
- ☐ Give each household member one hook or one cubby for daily bag and coat
- ☐ Set a tray or bowl for keys, and use it every time you come in
- ☐ Limit shoes by the door to the pairs worn this week; move the rest to closets
- ☐ Add a small bin for outgoing items (returns, library books, borrowed dishes)
- ☐ Keep a basket for seasonal gear (gloves, hats, umbrellas) and swap it each season
- ☐ Wipe down the bench, shelf, or table surface
- ☐ Check that the path from the door into the home is clear of bags and boxes

Kitchen

- ☐ Clear counters except for items used every day
- ☐ Empty and sort one cabinet or drawer at a time
- ☐ Check pantry and refrigerator for expired food and discard it
- ☐ Group pantry foods by type (breakfast, baking, canned goods, snacks)
- ☐ Move everyday dishes and glasses to the shelf closest to the dishwasher or sink
- ☐ Store heavy pots and appliances on lower shelves, not overhead
- ☐ Pare down duplicate utensils and gadgets; donate extras
- ☐ Sort food storage containers and recycle any without matching lids
- ☐ Label pantry bins or shelves with plain words

Living areas

- ☐ Return items that belong in other rooms

- ☐ Give remote controls, chargers, and reading glasses one shared spot

- ☐ Sort books, games, and media; donate what no one uses

- ☐ Clear coffee and side tables down to what is used daily

- ☐ Gather loose cords and route them along walls, away from walkways

- ☐ Keep a lidded basket for blankets and throw pillows

- ☐ Check that walkways between furniture are open and clear

Bedrooms

- ☐ Clear the nightstand down to a lamp and a few daily items

- ☐ Remove items stored on the floor and under the bed that are not in labeled bins

- ☐ Sort clothing in drawers: keep, donate, repair

- ☐ Fold or file clothing so each drawer can be seen at a glance

- ☐ Set out-of-season clothing aside for storage

- ☐ Keep a donation bag in the closet for items that no longer fit or get worn

- ☐ Clear the top of dressers and chairs used as clothing piles

Bathrooms

- ☐ Clear the counter down to daily-use items

- ☐ Sort under-sink storage and group by type (cleaning, hair, extra toiletries)

- ☐ Discard empty bottles and products past their dates

- ☐ Store household cleaning products separately from personal care items

- ☐ Fold towels and keep a set within easy reach of the shower or tub

- ☐ Use drawer dividers or small bins for small items

- ☐ Keep extra toilet paper and soap in one labeled spot

- ☐ Check that bath mats lie flat and the floor is clear

Closets & storage

- ☐ Take everything off one shelf at a time before deciding what goes back

- ☐ Donate clothing and linens that have not been used in a year

- ☐ Group like items together (holiday decor, tools, gift wrap, spare linens)

- ☐ Store items in clear or clearly labeled bins

- ☐ Keep heavier bins on lower shelves and lighter ones up high

- ☐ Make a simple list of what is stored where and keep it with your printed checklist

- ☐ Set aside items that need repair and choose a date to fix or let them go

- ☐ Note any shelving that feels loose; ask a qualified professional to check it

Paperwork & mail

- ☐ Choose one spot where all incoming mail lands
- ☐ Recycle junk mail the same day it arrives
- ☐ Set up simple folders: To do, To file, To pay, To keep
- ☐ Shred papers that show account or Social Security numbers rather than recycling them
- ☐ Set aside documents you are unsure about and ask the issuing organization or a professional
- ☐ Put household manuals and warranties in one folder or binder
- ☐ Update the household contact sheet if any numbers have changed

Weekly reset

- ☐ Walk each room with a basket and return stray items
- ☐ Clear kitchen counters and run or empty the dishwasher
- ☐ Sort the week's mail and empty the "To do" folder
- ☐ Take out trash and recycling
- ☐ Empty the entryway outgoing bin
- ☐ Check pantry and refrigerator before planning next week's meals
- ☐ Look at next week's calendar and note any prep needed

General information only, not medical, legal, financial, or professional safety advice. In an emergency, call 911.