



# Lifestyle by Design

*Simplify Your Lifestyle*

We Design Order!

## *Home Organization Checklist*

### **Kitchen:**

- Create space for every item
- Donate rarely used items
- Donate random dishes
- Toss old coffee mugs
- Limit water bottles
- Put in drawer dividers
- Streamline kid dishes
- Add baskets for kid pieces
- Toss stained Tupperware
- Basket for plastic lids
- Baskets / Labels in pantry
- Throw out old spices

### **Closet:**

- Take everything out
- Examine every piece
- Donate what does not fit
- Donate what you don't want now
- Donate clothes no longer fits
- Donate what you have too much of
- Limit T-shirts to one drawer
- Limit number of hangers
- Wipe down walls and vacuum

### **Bathroom:**

- Throw away all old bottles
- Put occasional makeup in separate containers
- Limit 2 sets of Shampoo / Conditioner
- Limit hair stylers (3 or 4)
- If not used or needed in 6 months - throw it away!
- Clean out under sink - wipe down before returning purged items

### **Linen Closet:**



# Lifestyle by Design

*Simplify Your Lifestyle*

We Design Order!

- Take out towels with stains or frayed edges
- Take out odd towels that don't match
- Throw out dingy sheets / Not Used
- Limit old blankets
- Wipe down shelves
- Vacuum, wipe down the floor and return organized items

## Home Office:

- Dedicate drawers to files
- Assign folders - house, health insurance, cars, taxes, financial, pets, manuals, receipts, work information
- Shred papers not needed
- Papers left - go in folders
- Update family folders - social security cards, birth certificates, titles, emergency contacts
- Take out items that don't belong in the office
- Throw away old pens
- Store supplies in drawer organizers

## Toys:

- Toss toys that don't work or have missing pieces
- Donate toys kids are too old for
- Donate toys kids don't use
- Recycle cheap plastic toys
- Store sets with lots of pieces out of reach
- Take out one set at a time

## Kids Closets:

- Use clear bins to store clothes
- Don't keep clothes that don't fit in the dresser
- Keep a basket in the closet for too small clothes
- Buy limited wardrobe
- Buy clothes that mix & match
- Limit number of shoes
- Laundry basket for each kid



# Lifestyle by Design

*Simplify Your Lifestyle*

We Design Order!

It's easy to let clutter take over your space and time at home or work, but you don't have to be captive to it. Take charge and simplify with this checklist.

You got this!

I believe in you . . .

Why? You ask

Because you wouldn't download this checklist if you weren't ready!