

Purging Clutter

Checklist



Planning

- What is your goal?
- Who needs to be involved in reviewing items?
- Will there be emotional challenges?
- Will there be physical challenges of space, number or size of items?
- When can you dedicate time to the task?

Gather needed items

- 6 Plastic Trash Bags or Large Boxes
- 6 Premade Signs for Each of the Bags
 - Trash
 - Recycle
 - Donate
 - Give Away – An item that needs to be given or returned to a specific person. For example, tools you borrowed from a neighbor or outgrown children's clothes you want to pass to a friend.
 - Relocate – An item that needs to be moved to another room or area in your home
 - Storage – An item that needs to be placed in long-term storage. For example, a wedding dress or keepsake item.
- Camera or Phone – Take photos of sentimental items. Keep the photo and let the item go.

Start with a small area to gain your purging confidence.

- A drawer
- A closet
- Under the bed
- Nightstand
- China cabinet
- Purse

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Step 1 – Take Everything Out

- Lay them where you can clearly see and easily reach every item.

Step 2 – Group Like Items Together

- This allows you to immediately determine exactly what you have by categories.

Step 3 – Evaluate

- Remove broken, damaged or torn items.
- Remove items that don't work well or don't fit.
- Remove items you just don't like.
- Remove excess items in each category. Be discriminating. How many _____ do you really need to keep?

Step 4 – Purge

- Remove the items you have placed in your 6 purging bags.
- Do not leave the bags in the purged area or the bags will become clutter.

Step 5 – Put the Items You're Keeping Back Away

- Begin by putting items back using repurposed boxes, containers and jars so you can live in the space before you purchase organizing bins or tools. This enables you to figure out what works for you before you invest in organization tools.

Step 6 – Finish Up

- Throw trash and recycle away immediately.
- Give giveaway items to the specified person within 5 days. If the items linger in your home or car, they are still clutter. There's no reason to hold onto the items.
- Give donations away within 5 days. Make an itemized list identifying each item with its condition for tax purposes.