

# Clear Clutter Now

Simple Checklists and Ideas



Susan Santoro

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# Clear Clutter Now

## Simple Checklists and Ideas

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Clearing clutter can be simple if you have a plan and stick to it.

# About Me

I'm a mom to three extraordinary children and married to my amazing husband.

Thanks to the military, I've moved into more than 25 homes in my life in three foreign countries and 14 states. I've lived in tiny homes, in large homes, in small apartments, and in large apartments. I've lived in a home with just a couple of suitcases and in another home with a big truckload of belongings. I've lived alone and I've lived with a family of 7, a dog and leopard gecko.

I earned a degree in economics from the Wharton School of Business at the University of Pennsylvania and a master's degree in Human Relations.

All these experiences have taught me the importance of decluttering. I am definitely not a minimalist. I have a lot of stuff. Most of my stuff helps me live my best life. Very little of my stuff keeps me from my best life. I can maintain this balance because I consistently work to declutter and to keep my stuff from taking over my life.

My experience with 20+ relocations coupled with my problem solving approach to life led to my love of organizing. At Organized 31.com I inspire busy people to enjoy a simpler and creative life that makes a positive impact.

Are you ready? Let's jump in and get started decluttering.

Susan



You can find me at [Organized31.com](http://Organized31.com), on [Facebook](#), [Pinterest](#), [Twitter](#) and [Instagram](#).

Clearing clutter and getting organized doesn't have to be overwhelming.

The secret to decluttering is simply working at clearing clutter in a consistent manner. Breaking large decluttering tasks down into smaller tasks make them more manageable. The more manageable a task is, the more like we are to complete it.

Let's face it, we all live busy lives. Not many of us have an entire weekend to dedicate entirely to clearing clutter. But most of us can find 15 minutes a day or an hour a week. You don't have to commit a large chunk of time to clear clutter, you simply need to dedicate a period of time every day or week and stick to it.

Use the checklists, signs and calendars contained in this book to help you work through the process of clearing clutter. You can print them out as many times as you need to help you work through all your decluttering tasks.

### Checklists

- [Purging Clutter Planning Checklist](#)
- [Purging Clutter Checklist](#)

### Signs

- [Trash](#)
- [Recycle](#)
- [Donate](#)
- [Give Away](#)
- [Relocate](#)
- [Storage](#)

### Calendars

- [52 Weeks of Purging Clutter Ideas](#)
- [Declutter and Organize Monthly Schedule](#)

# Purging Clutter

## Planning Checklist



Planning	Your Notes	Done
What is your goal? Why do you want to declutter?		
Who needs to be involved in reviewing items?		
What are the possible 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	Your Notes	Done
6 Plastic Trash Bags or Large Boxes		
6 Premade Signs for Each Bag		
<ul style="list-style-type: none"> <li>• Trash</li> <li>• Recycle</li> <li>• Donate</li> <li>• Give Away - Item that needs to be given or returned to a specific person.</li> <li>• Relocate - Item that needs to be moved to another area in your home.</li> <li>• Storage - Item that needs to be placed in long-term storage.</li> </ul>		
Camera or Phone		

Start with Small Project	Your Notes	Done
A Drawer		
A Closet		
Nightstand		
Purse		
Medicine Cabinet		

# Purging Clutter

## Checklist



Step 1-Take Everything Out		Done
<ul style="list-style-type: none"> <li>Lay items where you can clearly see and reach every item.</li> </ul>		
Step 2-Group Like Items Together		
<ul style="list-style-type: none"> <li>Allows you to immediately determine exactly what you have by categories.</li> </ul>		
Step 3 - Evaluate		
<ul style="list-style-type: none"> <li>Remove broken or damaged items.</li> </ul>		
<ul style="list-style-type: none"> <li>Remove items that don't work well or don't fit.</li> </ul>		
<ul style="list-style-type: none"> <li>Remove items you just don't like.</li> </ul>		
<ul style="list-style-type: none"> <li>Remove excess items in each category. Be discriminating. How many ____ do you really need to keep?</li> </ul>		
Step 4 - Purge		
Remove items and place in 1 of 6 bags.		
Step 5- Put Items You're Keeping Away		
<ul style="list-style-type: none"> <li>Begin by putting items away using repurposed boxes, containers &amp; jars so you can live in the organized space first. This allows you to figure out what works for you before investing in organizing tools.</li> </ul>		
Step 6- Finish Up		
<ul style="list-style-type: none"> <li>Remove trash &amp; recycle immediately.</li> </ul>		
<ul style="list-style-type: none"> <li>Give items to identified person within 5 days. Items become clutter when you hold onto them.</li> </ul>		
<ul style="list-style-type: none"> <li>Make an itemized list of donate items, identifying each item with condition for tax purposes. Donate items within 5 days.</li> </ul>		

## 6 Printable Decluttering Signs

- Trash
  - Recycle
  - Donate
  - Give Away
  - Relocate
  - Storage
- 
- Print out the signs to use as you clear clutter.

Frash

Recycle

*Denate*

Give Away

Relocate

Storage

## Tackle one decluttering task a week.

- Use the [Purging Clutter Planning Checklist](#) to plan and prepare for decluttering each week.
- Use the [Purging Clutter Checklist](#) for each week. Print a new copy each week to help you work through your task.
- Use the [52 Weeks of Purging Clutter Ideas](#) to help you declutter your way through your home. Print out the list of ideas and use it as your weekly clutter clearing schedule.
- If you miss a week, don't give up. Choose to tackle the task you missed or move on to the new task.
- If a task doesn't apply to you, find another task to tackle that week.
- Celebrate your decluttering accomplishments (but not by buying more things!).
- Don't beat yourself up if life gets in the way of clearing clutter. Simply do what you can when you can and don't give up.



# Purging Clutter

## Ideas

- 1 Coat Closet
- 2 Magazines
- 3 Under the Kitchen Sink
- 4 Craft Supplies
- 5 Sock Drawer
- 6 Bed Sheets
- 7 Gift Wrapping Paper
- 8 Take Out Menus
- 9 1/2 Hanging Clothes
- 10 2nd Half Hanging Clothes
- 11 Easter Decorations
- 12 Coffee Cups
- 13 Tool Box
- 14 Closet Shelves
- 15 Bath Towels
- 16 Shoes
- 17 Garden Tools
- 18 Kitchen Appliances
- 19 Gift Bags
- 20 Manuals & Warranties
- 21 Stuffed Animals
- 22 Pens & Pencils
- 23 Plastic Containers
- 24 Pet Supplies
- 25 Paperback Books
- 26 Coupons
- 27 Under the Bed
- 28 Kitchen Gadgets
- 29 Email Inbox
- 30 Car
- 31 Sports Gear
- 32 Underwear Drawer
- 33 Office Supplies
- 34 Gift Ribbon & Tags
- 35 Hardcover Books
- 36 Workout Clothes
- 37 Pillows & Blankets
- 38 Kitchen Appliances
- 39 Half of 2nd Bedroom
- 40 Half of 2nd Bedroom



# Purging Clutter

**Ideas**

- 41** Halloween Decorations
- 42** Jewelry
- 43** T-shirts
- 44** Kitchen Pantry
- 45** Digital Media
- 46** Jeans, Slacks & Skirts
- 47** Kitchen Linens
- 48** Christmas Decorations
- 49** Work Clothes
- 50** Purse, Backpack, Briefcase
- 51** Sweaters & Sweatshirts
- 52** Baking Pans

## **More Ideas**

Bedroom #3

Childhood Keepsakes

Inherited Items

Outdated Electronics

Gifts You Received But Don't Like or Use

Unidentified Cords, Cables & Wires

Entertaining Dishes, Glasses & Gadgets

Unused Kitchen Appliances

Bathroom Cabinets

Medicine Cabinet

Gloves, Hats & Scarves

Cleaning Supplies

## Tackle decluttering tasks each month.

- Some clutter clearing tasks make more sense at different times of the year. Tackle decluttering tasks together in the month that makes sense.
- Print out and use the [Purging Clutter Planning Checklist](#) for each month's tasks.
- Print out and use the [Purging Clutter Checklist](#) for each task.
- Use the [Declutter and Organize Monthly Schedule](#) to help you work your way through your home. Print out the calendar and use it as your monthly clutter clearing schedule.
- If you miss a task or a month, don't give up. Choose to tackle the tasks you missed or move on to a new month's tasks.
- Don't beat yourself up if life gets in the way of clearing clutter. Simply do what you can when you can and don't give up.
- Celebrate your decluttering successes with an activity not a new clutter creating object.



# Tips to Declutter and Organize

January	February	March	April
After Holiday Decorations Dishes Gift Bags Cookie Tins Bows Wrapping Paper Perishable holiday food items Unwanted Gifts	Storage Area Garage Storage area Broken Items Empty Boxes Borrowed Items Unused Items Closet Attic Empty Boxes Borrowed Items Unused Items	Winter Items Winter Clothes Shoes/Boots Snow Shovels Snow Blower Ice Scraper Door Mat Snow Chains Sand/Salt Goggles Sleds	Coat Closet/Mudroom Hats Scarves Gloves/Mittens Umbrellas Entry Rugs Cloth Bags Shopping Bags Hangers
May	June	July	August
Gardening & Car Shovels Trowels Yard Gloves Plant Pots Fertilizers Car Trunk Car Pockets Car Console	End of School Clothing Shoes Backpacks Lunchboxes Command Center Folders Bikes Scooters	Bathroom Expired Medicine Toothbrush Hair Accessories Make-Up Hair Products Magazines Every Drawer & Cabinet	Beach & Pool Floats Sand Toys Beach Towels Pool Toys Sunscreen Pool Equipment Swim Suits Cover-ups Flip-Flops Goggles
September	October	November	December
Back to School Summer Clothes Shoes Last Year's School Clothes Last Year's School Supplies Junk Drawer Freezer Bookshelves	Kitchen Unused Appliances Fast Food Plastic Cups Expired Food & Spices Junk Drawer Plastic Bags Extra Lids Old Menus	Linen Closet Bed Sheets Towels Hand Towels Washcloths Old Pillows Torn Items Tablecloths Storage Bags Out-of-Date Styles	Holiday Prep Holiday Linens Gift Stash Cookie Sprinkles Batteries Baking Supplies Light Bulbs Guest Room Coat Closet

For more ideas to clear clutter check out the free [31 Days of 10-Minute Purging Clutter Tasks Challenge](#) on Organized 31.