

Organization Checklist

Coat Closet / Entryway

- Hang everything
- Designate boxes, baskets, cubbies, etc. for shoes, mail, keys, etc.

Living Room

- Make room on bookshelves for 2014 reading list.
- Old magazines - box up for storage, throw out, donate, or sell.

Kitchen

- Fix or replace broken kitchen gadgets.
- Discard seldomly used specialty utensils
- Inventory your pantry, cabinets, refrigerator, and freezer - throw out expired items and the leftover ingredients you bought for a one-time recipes.
- Discard old spices.

Bathrooms

- Throw out scrubs and soaps that never get used.
- Toss old cosmetics
- Check the expiration dates on meds and safely discard when necessary.

Bedroom Closets

- Arrange clothes and accessories so they are easily accessible
- Put items together that can be easily mixed and matched.
- Move winter clothes to storage

General Tips

- Consider shelving options, vertical and corner space in your home and storage unit.
- Don't be afraid to throw away or give away old, unused items.
- Invest in attractive storage bins or drawers. Then, attach labels.
- Keep a binder of checklists to refer to throughout the year.