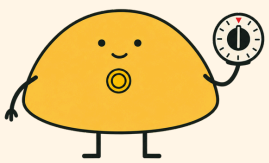
15 Minute Declutter: 10 Zones



10 small zones to clear, and where everything goes

1. Set a timer for 15 minutes. Pick one zone, visible spots first.
2. Trash, easy stuff, duh clutter, the two questions, make it fit.
3. Stop when the timer rings. Get the bag and the donation box out of the room.

SURFACES YOU SEE EVERY DAY

- [ ] Kitchen counter: dishes, trash, stray items → sink, trash, their own room
- [ ] Entryway: unworn shoes, bags, junk mail → donation box, recycling
- [ ] Coffee table: cups, old magazines, stray items → kitchen, recycling, their own room
- [ ] Bathroom counter: empty bottles, samples → trash or recycling
- [ ] ⚠ Bathroom counter: old medicines → take-back or mail-back
- [ ] Nightstand: cups, wrappers, dead pens → kitchen, trash

BEHIND A DOOR OR IN A DRAWER

- [ ] Fridge: spoiled, forgotten food → trash
- [ ] Pantry or spice shelf: expired items → trash
- [ ] Pantry or spice shelf: duplicates → front of the shelf, use first
- [ ] Containers: no lid, lone lids, cracked → local recycling or trash
- [ ] Mail pile: junk mail, catalogs → recycling
- [ ] ⚠ Mail pile: papers with personal info → shred
- [ ] ⚠ Junk drawer: dead batteries, old cables → special drop-off

Not sure about an item? Dana K. White's two questions:

“If I needed this item, where would I look for it? Take it there now.”

“If I needed this item, would it occur to me that I already had one?”

⚠ = needs a special drop-off or shredding. Steps: Dana K. White (A Slob Comes Clean); 15 minutes and “Just pick a spot”: FlyLady. Whether to stop a medicine is a question for your doctor or pharmacist. Details and sources are in the full guide at onespothome.com/15-minute-declutter.