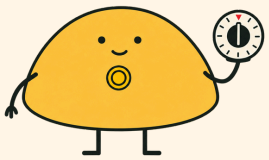
# The Room-by-Room Decluttering Checklist



56 things to check, and where each one goes

1. Set up four spots: a trash bag, a donate box, a recycling bag and a small box for special drop-off (⚠).
2. Work one spot at a time, about 15 minutes: trash first, then things that live elsewhere, then the obvious donations.
3. Tick a box when a spot is done, not when the whole room is.

## ENTRYWAY & DINING TABLE

- [ ] Mail and flyers you've read → recycle (shred personal info)
- [ ] Shoes nobody wore this season → donate
- [ ] Extra bags and totes → donate
- [ ] Keys that match no lock → trash
- [ ] Umbrellas that don't open → trash
- [ ] Things from other rooms → put away
- [ ] Table: only what belongs there → put away

## KITCHEN

- [ ] Duplicate utensils → donate the extras
- [ ] Mugs and bottles beyond the shelf → donate
- [ ] Containers without lids → recycle or trash
- [ ] Chipped or cracked dishes → trash
- [ ] Gadgets unused for a year → donate or sell
- [ ] Menus, sauce packets, plastic cutlery → recycle or trash
- [ ] Towels with holes → trash or rags
- [ ] Counter: only daily-use items → put away

## PANTRY & FRIDGE

- [ ] Stale open packages → trash
- [ ] Duplicates → group and use first
- [ ] Sealed food you won't eat → donate (food bank)
- [ ] Old spices and sauces → check each one

## BATHROOM

- [ ] Empty bottles and samples → recycle or trash
- [ ] Hotel toiletries → donate (ask shelters first)
- [ ] Old toothbrushes and loofahs → trash
- [ ] Hair tools you don't use → donate or sell
- [ ] Towels with holes → trash or animal shelter
- [ ] ⚠ Expired or unused medicines → take-back or FDA steps
- [ ] Expired sunscreen → discard
- [ ] Old mascara → discard

## BEDROOM & CLOSET

- [ ] Clothes that don't fit now → donate or sell
- [ ] Stained, torn, broken clothes → textile recycling or trash
- [ ] Socks without a pair → trash or rags
- [ ] Extra hangers → donate or recycle
- [ ] Nightstand receipts, dead pens → trash or recycle
- [ ] Books you won't reread → donate
- [ ] Under the bed → open every bin
- [ ] Bedding for beds you no longer have → donate

## LIVING ROOM

- [ ] Magazines and catalogs → recycle
- [ ] DVDs, CDs, games you don't play → donate or sell
- [ ] ⚠ Remotes for devices you don't own → batteries out
- [ ] Extra pillows and throws → donate
- [ ] Decor you don't like → donate
- [ ] Coffee table: only what you use there → put away

## ELECTRONICS & CABLE DRAWER

- [ ] ⚠ Cables and chargers for gone devices → electronics recycler
- [ ] ⚠ Old phones, tablets, laptops → wipe data, remove batteries
- [ ] ⚠ Lithium-ion batteries → never in trash or recycling
- [ ] ⚠ Loose batteries → hazardous waste drop-off

## PAPER & HOME OFFICE

- [ ] Bank statements, pay stubs, bills → keep 1 year
- [ ] Tax returns and records → keep 3+ years
- [ ] IDs, certificates, wills → keep forever, locked
- [ ] ATM receipts, credit offers, old IDs → shred
- [ ] Manuals for things you don't own → recycle
- [ ] Dried-out pens → trash

## LAUNDRY, GARAGE & UNDER THE SINK

- [ ] Empty containers → recycle or trash
- [ ] Tools you have two of → donate the extra
- [ ] Sports gear nobody uses → donate or sell
- [ ] Holiday decor you skipped → donate
- [ ] ⚠ Paint, cleaners, motor oil, pesticides → hazardous waste 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?"



⚠ = special drop-off. Rules vary by area: check your local program. Details and sources (FDA, EPA, FTC) are in the full guide at onespothome.com/decluttering-checklist.