10 Home Organization Ideas



55 things in 10 spots: what to clear first, and where the rest goes

1. Get a trash bag, a donate box and a 15-minute timer. Don't buy bins yet.
2. One spot per timer: clear first, then give the rest a home. Start with the entryway or the kitchen counter.
3. The container is the limit: when a drawer, basket or bin is full, something comes out.

1 · ENTRYWAY DROP SPOT

- [ ] Shoes and coats not worn this season → donate or store
- [ ] Junk mail and flyers → recycling, at the door
- [ ] Things from other rooms → take them there now
- [ ] Everyday bag or coat → one hook per person
- [ ] Keys → one small tray or bowl
- [ ] Mail you keep → the paper station (10)

2 · KITCHEN COUNTER

- [ ] Dishes → sink or dishwasher
- [ ] Paper, receipts, school notes → the paper station (10)
- [ ] Things from other rooms → take them back now
- [ ] ⚠ Medicines and vitamins → off the counter
- [ ] What you use every day → stays out
- [ ] Appliances used once a week → cabinet near where you use them

3 · ONE PANTRY SHELF PER TIMER

- [ ] Stale open packages → trash
- [ ] Unopened food you won't eat → food pantry, if they accept it
- [ ] Dates → look, don't panic: most are about quality
- [ ] Cans, pasta and rice, snacks → each group together
- [ ] New purchases → behind the old ones

4 · UNDER THE KITCHEN SINK

- [ ] Empty or almost-empty bottles → finish, then recycle
- [ ] ⚠ Products you don't use → household hazardous waste
- [ ] Worn-out sponges and rags → trash
- [ ] ⚠ Every product → its own bottle, label on, never mixed
- [ ] ⚠ Cleaners, if kids or pets live here → out of reach

5 · JUNK DRAWER

- [ ] Dead batteries, dried-out pens → out
- [ ] Takeout menus, mystery keys → out
- [ ] Tape, scissors, chargers → their home elsewhere
- [ ] What stays → small boxes, one category each
- [ ] Drawer full → something out before something in

6 · BATHROOM CABINET & MEDICINES

- [ ] ⚠ Expired medicines → a take-back site
- [ ] Old samples, tried-once products → trash, or donate if unopened
- [ ] Duplicates → one open, the rest together
- [ ] Daily things → eye level
- [ ] ⚠ Medicines → up high, out of kids' reach and sight

7 · BEDROOM DRAWERS & NIGHTSTAND

- [ ] Cups, wrappers, old receipts → out of the nightstand
- [ ] Things from other rooms → take them back
- [ ] Socks without a pair → donate or textile bag
- [ ] Clothes that don't fit you now → donate or textile bag
- [ ] Socks, T-shirts, pajamas → one drawer per category
- [ ] Favorites first → what doesn't fit the drawer goes

8 · LIVING ROOM BASKETS

- [ ] Magazines and catalogs you've read → recycling
- [ ] Old remotes, unknown cables → check, then out
- [ ] Blankets, toys, shoes that wandered in → back to their rooms
- [ ] Blankets, remotes, kids' books → one basket per category
- [ ] ⚠ Tall bookcases and TVs → anchor to the wall

9 · TOYS

- [ ] Broken toys, missing pieces → trash
- [ ] Outgrown toys, clean and complete → donate
- [ ] Blocks, cars, dolls → one bin per kind, low for kids
- [ ] Bin full → something out before something in
- [ ] ⚠ Toy chest with a lid → lid support that stays open, air holes clear

10 · PAPER STATION

- [ ] Junk mail, flyers, envelopes → recycling
- [ ] ⚠ ATM receipts, credit offers → shred
- [ ] ⚠ Expired cards and IDs → shred
- [ ] Bills and forms → one “to do” tray
- [ ] Bank statements, pay stubs → one folder per year, keep 1 year
- [ ] Tax returns and their documents → keep at least 3 years
- [ ] ⚠ Birth certificates, passports, wills → keep forever, locked up

The rules behind every spot (Dana K. White and the KonMari site):

“If I needed this item, where would I look for it? Take it there now.” (Dana K. White)

“Containers are for containing.” (Dana K. White)

“Store similar items together or in close proximity to each other.” (KonMari)



⚠ = safety note or special drop-off. Rules vary by area: check your local program. The list of spots is ours; rules from Dana K. White (A Slob Comes Clean), the KonMari site and FlyLady. Details and sources (CDC, FDA, EPA, CPSC, FTC, USDA, OSU Extension) are in the full guide at onespothome.com/home-organization-ideas.