FindMyItem

Start date _____

Drop off day _____

New Year declutter checklist

One room at a time, with four boxes. Check off each room as you finish it.

Weekend 1: hall and kitchen

- [ ] Coats, shoes and bags: only what is worn this winter
- [ ] Key drawer emptied and sorted
- [ ] Duplicates, gadgets and containers with no lids out
- [ ] Food and spices past their date out

Weekend 2: living room and bathroom

- [ ] One labelled cable for each device, all in one box
- [ ] Games checked for missing pieces
- [ ] Old medicines taken to a pharmacy or take back site
- [ ] Old makeup, samples and bottles out

Weekend 3: bedrooms

- [ ] One closet at a time: back in only what fits and is worn
- [ ] Every hanger turned the other way round
- [ ] Clothes for the other season boxed and labelled
- [ ] Outgrown children's clothes boxed by size
- [ ] Toys sorted, some into a rotation box

Weekend 4: paperwork and storage

- [ ] Papers kept, shredded or scanned
- [ ] Important documents in one box or file
- [ ] Every box in the attic, garage or basement opened
- [ ] Kept things repacked into sturdy boxes of one size
- [ ] Every box numbered and written down

Every session

- [ ] Four boxes: keep, another room, give away or sell, recycle
- [ ] A dated box for the things you are not sure about
- [ ] Another room box put away at the end
- [ ] Give away box in the car

Boxes going into storage

Write each box number, what is inside and where it is kept, or keep the list in FindMyItem on your phone.

Box 1 _____

Box 2 _____

Box 3 _____

Box 4 _____

Box 5 _____