

The Best Decluttering Checklist to Curb the Clutter: 16 Actionable Tips from the Experts

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Just like the sight of a completed checklist can make you feel more productive, a decluttered, organized home can go a long way in making you feel more efficient. However, with so many distractions keeping us on our toes, tackling the necessary decluttering tasks you've set aside for the day can be overwhelming.

Fortunately, decluttering a home doesn't need to be a daunting process. To help you get started, we reached out to experts from [Atlanta, GA](#), to [North Bay, ON](#), for their best tips on creating a decluttering checklist for every room in your home. Even if you're starting from scratch or just need a little extra guidance, here are 16 actionable tips to help you curb the clutter once and for all.



Decluttering checklist for the entryway or living area

1) Give each item a designated spot

2) Edit ruthlessly

The key to a productive declutter session is to “edit ruthlessly.” If letting go is hard for you, connect to what specifically you are making space for. Setting this intention will help you be inspired to let go with ease. Less stuff helps you align with your values, allowing you more time to connect with your family and friends, as well as time for living your purpose. –[Creating Calm Coach](#)

3) Sort the mail as soon as you bring it into the house

Mail piles up quickly and becomes unmanageable for many families, so do a quick sort right away with the trash/recycling bin close at hand. After removing junk mail and flyers, put the remaining items into an “Action Needed” or “To Be Filed” folder, kept in the home office or family area. If you still have too much mail to keep tidy, convert to paperless billing and digital statements and retain them in electronic folders. –[Julia's Lifestyle Management](#)



Decluttering checklist for the kitchen


4) Create stations

Organize your kitchen in stations/zones for simple functionality and easy organization maintenance. For example, a coffee/tea station is a great place to start. If you're not a coffee drinker, rethink this zone as a smoothie station. Keep all of your essentials in this area, which will help to streamline how you start your day. –[It's A Lifestyle Organizing & Design](#)

5) Tame unruly water bottles

Often, water bottles have been an area in the kitchen that can get unruly. A great solution I have found has been to use a stacking shelf where they can lay horizontally. Not only is it a clean look, but this way, they don't get knocked over trying to reach for 'that one' in the back. –[A Nurtured Nest](#)

6) Position grocery items to keep tabs on what you have

Store grocery items in a way that's visible to you. Sometimes we envision the scenario when we're about to cook something, and we buy a whole bunch of ingredients only to realize that we have several of them in the cupboard. Arranging it properly so that it's visible will reduce food waste as well as duplication. 



Decluttering checklist for the bathroom

7) Start with a clean slate

Empty and clear out absolutely everything from the bathroom: the linen closet, drawers, medicine cabinet, counters. Lay everything out on a table or the floor, and group items by category: hair products, first aid, sun care, etc. Once items are grouped together, it should become apparent what is in excess and what you have duplicates of. Then sort through to throw out anything expired. If you haven't used something in a long time, toss it. Many of us have a bunch of almost empty products, so gather them in a small basket and keep them front and center on your counter as items to use up first. Before putting everything back, clearly label bins for each category of item. This way, you can find things easily, and avoid purchasing duplicates in the future. -[123organize](#)

8) Divide and conquer drawer by drawer

The bathroom can often become a clutter black hole in your home. Start small, one drawer at a time if needed. If you're sharing the bathroom with someone, it is always helpful to divide by person and decide on a space/shelf/drawer for shared items. The more the items are divided into types, the better it is for your sanity. For example, hair care, dental, nail care, face, body, makeup, medicines, etc. can be sorted into different types. Use see-through containers, totes, and baskets as much as possible when organizing your products. Don't forget that deep bins and stackable drawers work wonders as well. -[Organizing With You](#)

9) Keep trial-sized samples organized by category

Sort trial-sized samples to make travel a breeze. Instead of keeping your beauty and body samples in a catch-all bin, sort them by category type (think: dental, hair, makeup, skincare). This way when you are packing for a weekend getaway, putting together your toiletry bag will take no time. Just make sure your SPF isn't expired! -[The Home Revival](#)

10) Get creative with your bathroom organization solutions

Be creative when you organize the bathroom and think outside of the box when searching for the perfect item to organize your soaps, toiletries, and other items. Over the door shoe organizer, caddies, baskets, and organizing trays keep things orderly once everything has been cleaned up. A wine rack or angled bookshelf is great for towels, mason jars are cheap and can be used for toothbrushes or combs, a mesh laundry bag is perfect for those wet bath toys, and a storage bench with a cubby can be a seat and extra storage for toilet paper and paper towels. -[Heart-Led Concierge](#)

11) Repurpose old jars into storage

As you find homes for everything else in your bathroom, don't forget this important tool for maintaining personal hygiene. Leaving toothbrushes out on the counter allows them to collect dust and other germs. Instead, lay them in a drawer organizer in a shallow drawer, or store them upright in a small jar in a medicine cabinet or tall drawer next to your sink. –[Room Redefined](#)



Decluttering checklist for the bedroom and closet spaces

13) Maximize your storage space

In order to maximize your space, we suggest taking everything out when re-organizing your space. Taking everything out will allow you to see the space you are working with, promote purging of old unwanted items, and help you categorize your items before you put them back. It may seem overwhelming, but this is a key step to ensuring that your space is categorized appropriately and maximized to its full potential. –[Twice As Organized](#)

14) Curate your closet throughout the year

Keep a basket tucked on a shelf in your closet to collect clothes for donation as you realize you're not wearing them. Once the basket gets full, drop the items at your local shelter or Salvation Army. This makes it easy to declutter clothes without making it a chore. –[The Organized](#)

15) Have an easy-to-follow system in place

We love and recommend clean bins and labels, same colored hangers, dividers for your drawers, and combining clothes by color or style for the bedroom. Keeping side tables and cabinets decluttered is a great habit to avoid accumulation, and having a "home" for everything will automatically create a more balanced life. Everything has energy and vibration, so the more organized you are, the better the energy can flow through your space. –[Final Touch Organizing](#)

16) Curate your closet

When reviewing your clothing, empty everything onto the bed to a) see the full potential of your closet and storage space and b) ensure you don't take the path of least resistance. If you have to justify each item you actively return to the closet or drawer, you're more likely to let go of surplus than when you review it in-situ. Another way to take stock of what you have and see to test how often you truly wear your clothes is by hanging all your clothes hangers back to front so the 'pointy end' of the hanger is poking towards you. Once you've worn an item, turn the hanger in the usual direction when you return it to the wardrobe. After 6/12/18 months, there will still be some hangers pointing the wrong way. This is a clear indicator you probably don't need these items in your life and can not let them go! –[SortMySpace](#)