

# Home Organization Master Task List

## Entry

- ☐ Get a bin for the top shelf of the closet
- ☐ Inventory coats and outerwear
  - Last completed September 1, 2021.

## Kitchen

- ☐ Rethink under the sink organization system
- ☐ Check expiration dates on food containers
- ☐ Straighten up the pantry
- ☐ Straighten up the refrigerator
- ☐ Declutter all cabinets and drawers

## Living Room

- ☐ Declutter drawers in coffee table and end tables
- ☐ Declutter DVDs

## Dining Room

- ☐ Declutter items in hutch/sideboard

## Home Office

- ☐ Process incoming paperwork
- ☐ Declutter office supplies

- ☐ Straighten up desk drawers
- ☐ Straighten and declutter closet

### **Primary Bedroom**

- ☐ Declutter clothing and shoes
- ☐ Declutter jewelry and accessories
- ☐ Declutter nightstand drawers
- ☐ Declutter extra sheets/bedding/pillows

### **Primary Bathroom**

- ☐ Declutter vanity cabinets and drawers
- ☐ Restock toiletry items as needed

### **Kids' Bedroom**

- ☐ Buy bin for travel items.
- ☐ Declutter nightstand drawers
- ☐ Declutter clothing and shoes
- ☐ Go through hand-me-downs
- ☐ Clean out underneath the beds
- ☐ Declutter surfaces

### **Guest Bedroom**

- ☐ Straighten up the closet

- ☐ Declutter under the bed
- ☐ Declutter the dresser

### **Guest Bathroom**

- ☐ Rethink vanity organization pieces
- ☐ Declutter vanity cabinets and drawers
- ☐ Restock toiletry items as needed

### **Half Bathroom**

- ☐ Declutter the vanity

### **Playroom**

- ☐ Declutter toys and games
- ☐ Straighten the closet
- ☐ Clear all surfaces
- ☐ Straighten all pegboards/displayed art
- ☐ Evaluate LEGO sets
- ☐ Declutter video games and accessories
- ☐ Kids straighten up the playroom

### **Garage**

- ☐ Declutter bins and shelves

### **Basement**

- ☐ Change furnace filter
- ☐ Declutter holiday bins
- ☐ Declutter non-holiday bins
- ☐ Declutter workout equipment
- ☐ Declutter tools and workshop area