

# De-clutter Checklist

	Expired or unneeded medicines, supplements, health “specialty” stuff
	Expired beauty products, lotions, etc.
	Unused cleaning products
	Holiday décor you don’t use—all those “tubs” of stuff!
	Superfluous plastic containers—decide how many you need and keep only that many
	Small kitchen appliances you do not use
	Unused exercise equipment
	Instruction manuals for things you no longer own
	Craft/hobby materials no longer used
	Home décor items you are tired of dusting, maintaining
	Items you are keeping because they were important to <u>someone else</u>
	Dishes/cookware you no longer use
	Shoes/clothing that does not fit or that you do not wear or that irritates your body. Accessories (belts, ties, scarves, hats, etc.)
	Stuff from you past work life—paperwork, lecture notes, professional clothing, equipment, supplies, etc.
	Grungy dishcloths, pot holders, towels, kitchen utensils
	Expired spices and staples
	Items in your shed, storage unit, garage. closet that you have not even <u>SEEN</u> in a long while!! NOTE: If you clear your storage unit, that’s money you can use to hire a professional organizer, cleaning service, etc. \$\$\$\$
	Office supplies you never use—pens that don’t work, old folders, etc.
	Outdated electronics
	Unused or broken furniture
	Unused or broken appliances
	Excess business records—keep only what you need to keep; e.g. you do not need the last ten years’ worth of phone bills.
	Books, magazines, newspapers you are done with
	Excess cardboard boxes
	Ashes of relatives, pets
	Linens, towels, washcloths
	Photos/mementos
	Recipes/cookbooks
	Boxes of stuff your adult children have left behind

**NOTE:** If you empty your storage unit, that’s money to pay that Professional Organizer!