

# The

## DECLUTTER DASH CHECKLIST

If you think that you need to spend all day decluttering your home, think again. Using a strategic 15-minute declutter dash for every room in your home will get it in organised, clean and ship shape in no time. Follow these instructions for each room (or space) in your home with specific points on how to declutter and clean that space in 15 minutes or less.

BEFORE YOU START, MAKE SURE YOU HAVE:

1.

made your bed

2.

got yourself  
dressed

3.

a catch all  
basket + timer

4.

music or podcast

GET TO WORK:

using a timer, spring into action & spend FIFTEEN minutes decluttering an area of your home while listening to music or a podcast

# #KITCHEN

Cooking, meal planning, and eating will be much less stressful when your kitchen is clutter-free. You can combine kitchen decluttering with meal planning by taking inventory of your foodstuffs while you straighten and rearrange.

1.

put everything that doesn't belong in the kitchen into the catch all basket

2.

clear dining table

3.

dispose of all rubbish in waste bin

4.

empty + load dishwasher

5.

put all appliances back in their place + wipe clean

6.

wipe down counter tops, fridge door + microwave

7.

vacuum or sweep floor

8.

grab that bin and return everything that belongs outside the kitchen back to its home.

## #TIPS

Is there an item that keeps ending up in the wrong spot? Try finding a more convenient storage space for it. For example, corral mail in a folder, hang keys on hook or store with sunglasses in a drawer in the entry way cabinet.

If your counter tops are covered with appliances and there's less than ideal room to prepare food, consider creating homes for them in your kitchen cupboards. If they're also full, declutter and make space for items you use on the reg!

# #KITCHEN CABINETS

It's not much fun when kitchen cupboards are so full you can't find what you're looking for. There are so many different items that need storing in this room and, without proper organisation, it can get stressful quickly

1.

select one cupboard to declutter & remove all contents

2.

only keep items that you use and that need to be there

3.

donate or give items you don't use to friends

4.

items you use very occasionally, store elsewhere

5.

clean the cupboard & appliances thoroughly

6.

put items back & make sure the ones you use most are at the front of each cupboard

## #TIPS

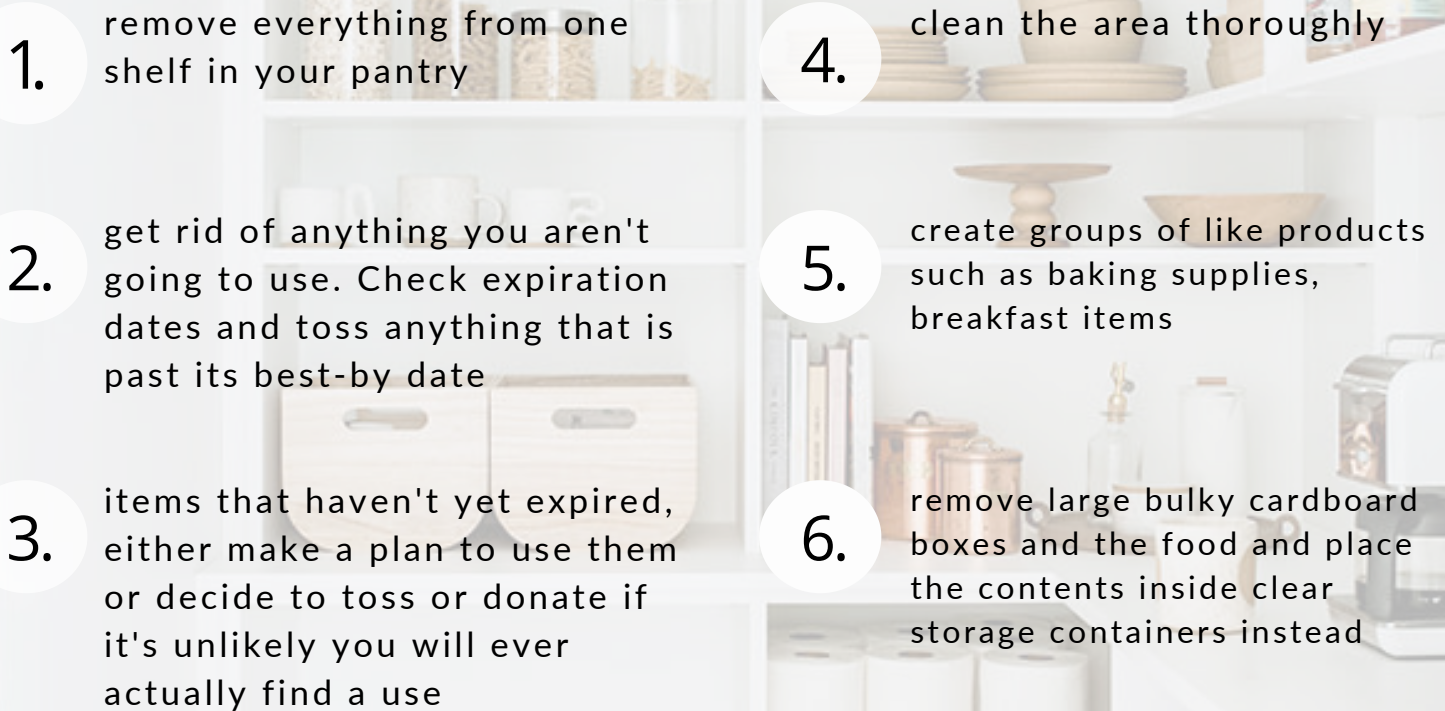
Kitchen items can make cooking easier. But if you have limited space in a small kitchen, they can be more trouble to store than they're worth. When deciding which items you need, consider the cooking tasks that can be done with another tool you already have.

Only keep as many plates, bowls, mugs, glasses, and utensils as you use in your everyday life. So, only what you need. If you have special tableware for gatherings that you'd like to keep, consider moving it to a storage spot outside of your kitchen to free up cupboard space.

# #PANTRY

Decluttering your home is a great way to get rid of all the stuff you never actually use. A clutter-free home reduces stress and make it easier to find everything when you actually need it. As you're working your way through decluttering your home, focusing on your pantry is a must.

A clutter-free pantry will not only make it easier for you to find what you need, but it can actually allow you to maximise your storage space.

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1. remove everything from one shelf in your pantry
  2. get rid of anything you aren't going to use. Check expiration dates and toss anything that is past its best-by date
  3. items that haven't yet expired, either make a plan to use them or decide to toss or donate if it's unlikely you will ever actually find a use
  4. clean the area thoroughly
  5. create groups of like products such as baking supplies, breakfast items
  6. remove large bulky cardboard boxes and the food and place the contents inside clear storage containers instead

## #TIPS

Ensure you maximise the space you do have. Stacking items isn't ideal, so take advantage of unused vertical space with expandable wire shelves.

To keep your pantry from becoming overcrowded, create a meal plan and only purchase what you need for the week. Keep a few items for emergency meals, but otherwise purchase only what you need.

# #LIVING ROOM

The living room might feel a little challenging to keep organised, particularly given the versatility of the area. It's multipurpose includes a place to relax, entertain, play, eat and possibly exercise.

Given how many things they're used for, it's no wonder living rooms often end up full of clutter. You may see piles of mail, unread magazines, toys, and exercise equipment.

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1. pick up anything that doesn't belong in your living room and is contributing to an obvious state of messiness and put it in the catch all basket
  2. make sure that books & magazines are straightened and throw pillows and blankets are neatly arranged on the lounge
  3. if you come across something that belongs in the living room but has no proper place, create a spot for it
  4. In the entertainment area, unwind and restore any cords that have twisted out of place and restack blu-rays, video games, and other small items. Grab all of your remotes and return them to the tray or box you store them in
  5. toss any toys back into the bins, cubbies, or chests you keep them in
  6. to finish, take that bin and return everything in it to the room it's supposed to be in

## #TIPS

If some items don't have a home and you can't fix it in your declutter dash, make a note to fix it another time. Take a few minutes now to make future organising plans.

Now find something (such as an old pillow or a throw rug that wasn't your style in the first place) and get rid of it. Let it go and free up some living room space. If you have children, a good place to start is with their toys and ask if there are any they would be willing to donate.

# #BATHROOM

You might not have the perfect bathroom. But no matter how small, old, or awkwardly shaped your space is, you can always take steps to make it as clutter-free, tidy and functional as possible. An organised bathroom in which everything is neatly stored not only looks more attractive, but it's also easier to use also.

1. pick up anything that doesn't belong in your bathroom and is contributing to an obvious state of messiness and put it in the catch all basket
2. go through one storage spot where you keep bathroom products, such as makeup, hair products, moisturisers and grooming tools, etc and group them in one pile
3. then, sort the items into three categories: keep, donate, and toss. Box up any donations, and toss other items in the trash or recycling bin and immediately get them out of your way
4. next, sort the products you're keeping into subcategories based on their type and where you plan to store them
5. clean all surfaces thoroughly and decide if you need any new storage containers for the items you're keeping
6. to finish, put everything back in the cupboard, then hang towels, wipe down the sink and toilet

## #TIPS

For a tidy bathroom, it's best to keep as few items on your countertop as possible. For one, this makes the counter easier to clean.

Get into the habit of returning items to their proper places after using them. And don't let items that belong elsewhere accumulate in the bathroom.

# #WARDROBE

There are a few sure signs that may indicate it's time to start decluttering your wardrobe: It's full of clothes you no longer wear; it's so jam packed you can't find what you need and your clothes get creased. If this sounds familiar, now might be a great time to whip your wardrobe back into shape.

1. Corral all items that don't belong in your bedroom and add them to your basket. Collect any rubbish and add it to the waste bin
2. select a small section of your wardrobe and remove all the contents. Any coat hangers that aren't being used put to one side
3. Hang up or fold any clothing that is strewn across the bedroom and move any dirty clothes into the hamper.
4. move to your hanging clothes and remove all empty hangers. Then group your clothes and ensure similar items are hung together, such as pants with pants and skirts with skirts
5. now start on the folded clothes in your closet, like sweaters and long-sleeve shirts. Only refold if it's a total disaster otherwise just straighten the stacks
6. Move to the floor. Line up shoes, storage boxes, luggage –whatever you have on the bottom of your closet. This is a good time to remove and throw out old and worn-out shoes.
7. take that bin and return everything in it that belongs outside the bedroom and return them to their proper storage space
8. finally, vacuum your bedroom floor and empty and clean your waste bin

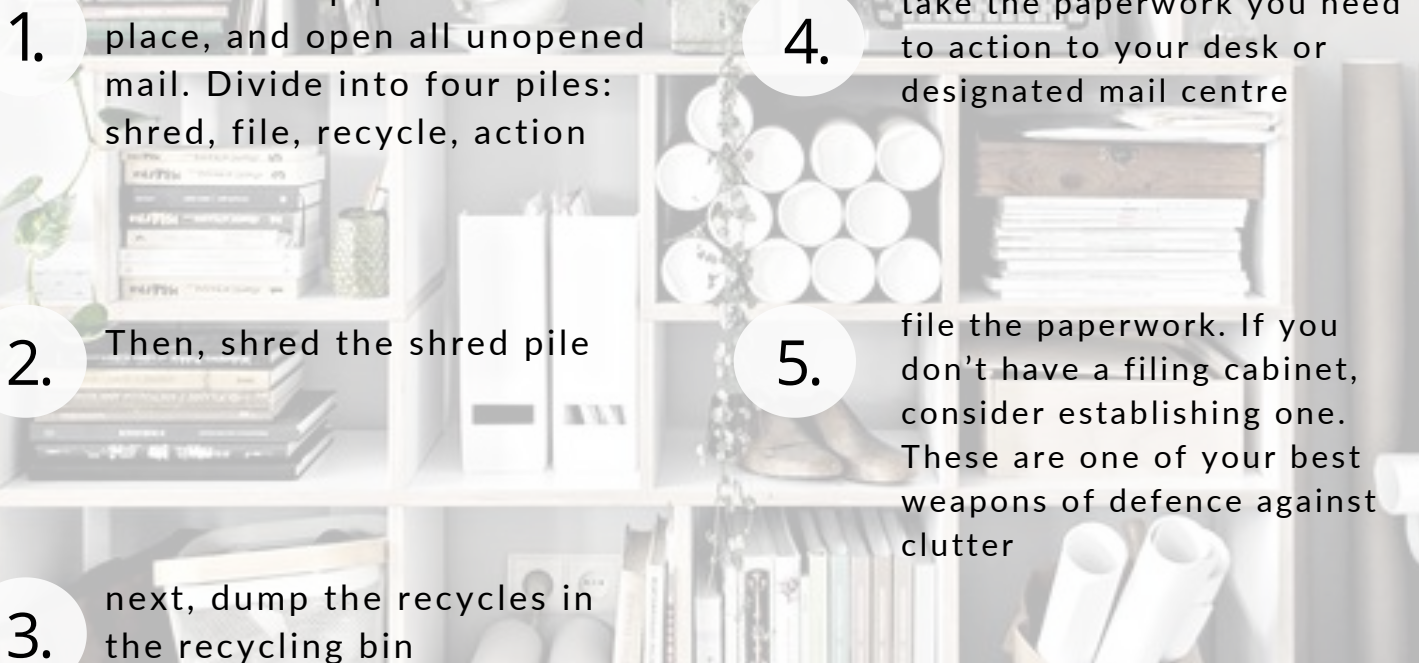
## #TIPS

Spend a few minutes on Sunday night selecting your clothes for the week ahead. This will make your morning routine easier and save you about 10 minutes. Hang each days' outfit up on a valet hook behind your door.

If you continually notice your neatly folded stacks of clothes moving out of place, consider adding shelf dividers. Shelf dividers make stacks so much more organised.

# #PAPER & MAIL

Mail and paper clutter accumulates for a variety of reasons, but the result remains the same: You're overwhelmed by the mounting mail and rhemes of paper in your home or office and the more you get the less likely you know where to start. For the next 15-minutes, you can start to rid your home of paper clutter.

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1. combine all paperwork in one place, and open all unopened mail. Divide into four piles: shred, file, recycle, action
  2. Then, shred the shred pile
  3. next, dump the recycles in the recycling bin
  4. take the paperwork you need to action to your desk or designated mail centre
  5. file the paperwork. If you don't have a filing cabinet, consider establishing one. These are one of your best weapons of defence against clutter

## #TIPS

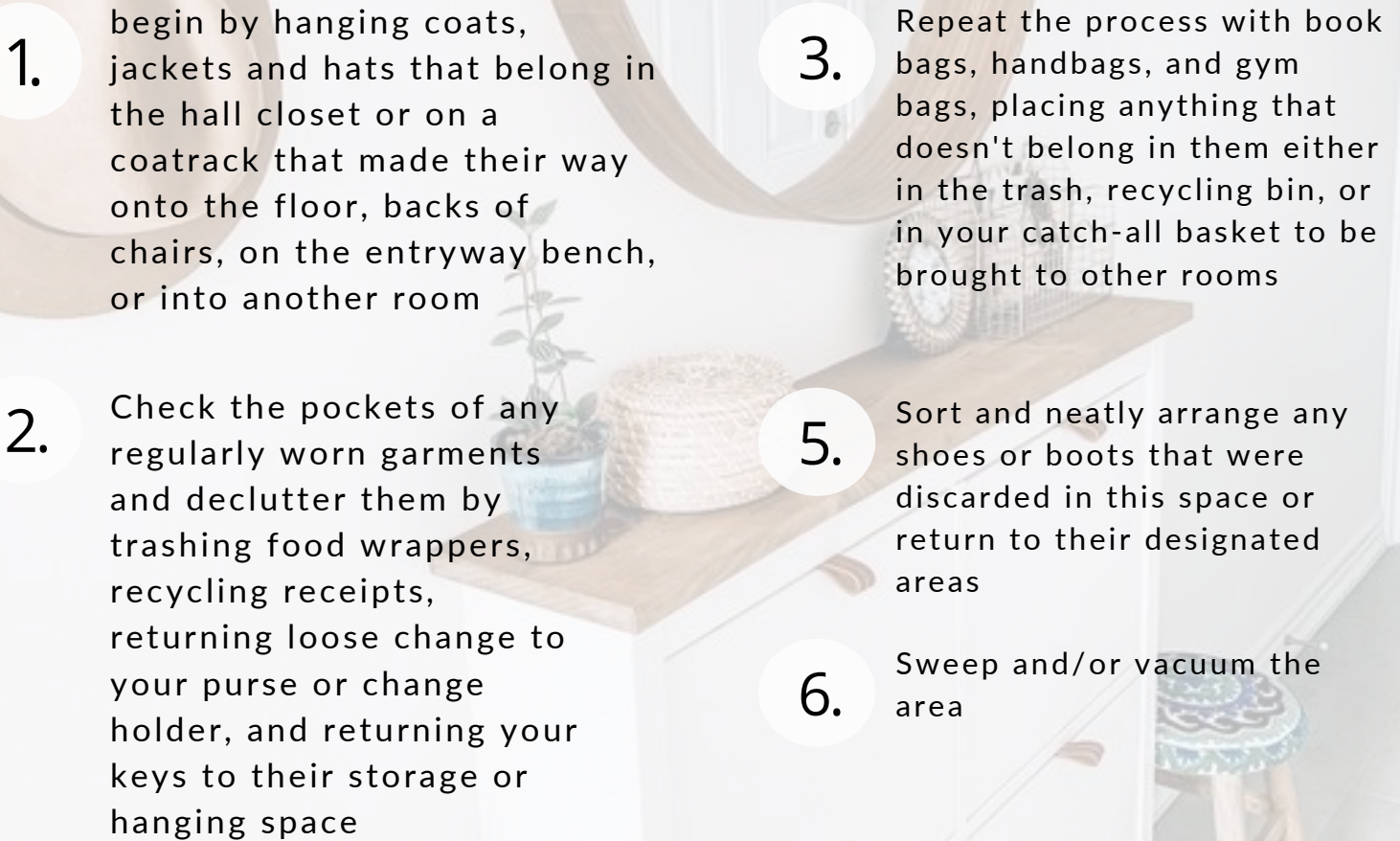
Go paperless with bank statements and bills and scan receipts. Going paperless doesn't just mean not creating new waste; it means not holding onto to it too.

If you have catalogues and flyers arriving in droves, reduce their quantity completely and purchase a 'No Junk Mail' sicker for your letterbox.



# #FOYER / ENTRYWAY

No matter where you enter your home, it often becomes the dumping ground for everything: backpacks, shoes, bags, keys mail and caps or hats. And as the gateway to your home, this area sets the tone for your whole home.

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1. begin by hanging coats, jackets and hats that belong in the hall closet or on a coatrack that made their way onto the floor, backs of chairs, on the entryway bench, or into another room
  2. Check the pockets of any regularly worn garments and declutter them by trashing food wrappers, recycling receipts, returning loose change to your purse or change holder, and returning your keys to their storage or hanging space
  3. Repeat the process with book bags, handbags, and gym bags, placing anything that doesn't belong in them either in the trash, recycling bin, or in your catch-all basket to be brought to other rooms
  5. Sort and neatly arrange any shoes or boots that were discarded in this space or return to their designated areas
  6. Sweep and/or vacuum the area

## #TIPS

Think about how your family plans to use the space. If you have children, create shelves and storage areas they can reach and use and teach them to put items away immediately.

Rather than a shoe basket, add shoe racks that allow air to circulate around damp shoes. Label sections for each family member.