

The Declutter Small Home Checklist

Start small: one surface, three piles, then add only what you need

1. Find Your Biggest Pile

- Is it the mail and paper pile on the counter?
- Is it the small stuff on the dresser or entry table?
- Is it bins and boxes nobody can find things in?
- Is it old paper you are scared to throw away?
- Pick the one pile to fix first.

2. Free Fixes (No Shopping)

- Set a 15-minute timer and clear one surface.
- Make three piles: keep, donate, trash.
- Take the trash out and put the donate bag by the door today.
- Start a maybe box and write today's date on the lid.
- Try one in, one out for small things like mugs and totes.

3. Measure Before You Buy

What	How to measure	Your number
Wall or door	Flat space for a paper pocket, and what you will hang it with	
Counter or dresser	Free width and depth for a small tray	
Under desk	Height and width for a shredder and its bin	
Bins to label	Count the bins, shelves and drawers that need a label	
Outlet	Is there a plug near where a shredder would sit	

4. Match the Pile to the Fix

Pile	Try this	Check first
Mail and school papers	Wall file organizer	Wall or door and how you will hang it
Bins nobody can sort	Handheld label maker	Tape type and bin count

Old bills and statements	Home paper shredder	Sheet count and run time
Keys and small things	Valet tray	Size and spot
Not sure yet	Do the free fixes for one week	Then decide

5. Keep It Going Checklist

- Donate bag leaves the house within a week.
- Open mail over the bin, then file or shred it.
- Every bin gets a label.
- Maybe box gets checked on its date.
- Clear one surface every Sunday.

6. Declutter Budget

Item	Budget	Priority (1 to 3)	Bought?
Wall file organizer			
Label maker			
Paper shredder			
Valet tray			
Total			