One-Space Declutter Checklist

Work through one small area at a time.

My small area: _____

- [ ] Choose one small area: a drawer, shelf, or desk.
- [ ] Take items out and group similar things.
- [ ] Set aside anything to keep, donate, or recycle.
- [ ] Wipe the empty surface.
- [ ] Put back what you use, with everyday items easy to reach.
- [ ] Give remaining items a home elsewhere.
- [ ] Remove the donation / recycling bag from the room.

Keep here	Move / donate	Recycle / discard

One thing that will keep this space useful

Stop when the space works better. It does not have to look perfect.