sortside

Decluttering checklist



Start with one space and work through it at your own pace.

Space to tackle _____ **Session date** _____

Before you start

- [ ] Pick one contained area, such as a shelf or a drawer.
- [ ] Write down what you want to be able to do in that space.
- [ ] Set aside time for sorting and for putting everything away afterwards.

Sort and organize

- [ ] With the owner's agreement, decide what to keep, relocate, donate or discard.
- [ ] Put items you need more time to decide about together and choose a date to review them.
- [ ] Give kept items a place where you can reach them when you need them.

After sorting

- [ ] Check what a local donation service accepts before arranging collection or drop-off.
- [ ] Write down one next step and decide who will handle it.

Notes and next steps