

ORGANIZING CHECKLIST

DAILY		✓
Make the bed		
Clean off the Counter tops		
Utilize the fuck it bin		
Other		
Other		
Other		

WEEKLY		✓
Write your to- do list		
Clean out your bag		
Delete old emails		
Tackle your paper pile		
Use a timer to declutter 1 space		
Weekly Reset		

MONTHLY		✓
Clear up your phone screen and desktop		
Sort items into bins/ baskets		
Clear out your junk drawer		
Other		
Other		
Other		

NOTES

ORGANIZING CHECKLIST

EVERY 3-6 MONTHS	✓
Declutter clothes that no longer fit or suit your life	
Organize and declutter the garage/ shed for the new season	
Declutter toys that are no longer being used	
Declutter your seasonal decor	
Manage your keepsakes	
Other	

NOTES: