Room by Room
DECLUTTER CHECKLIST

100 THINGS TO LET GO OF, ONE ZONE AT A TIME

KITCHEN

Duplicates: keep the one you reach for first.

- [ ] Expired spices
- [ ] Freezer-burned food
- [ ] Lids with no container
- [ ] Chipped or cracked dishes
- [ ] Mismatched glasses
- [ ] Forgotten gadgets
- [ ] Scratched nonstick pans
- [ ] Worn-out sponges
- [ ] Extra sauce packets
- [ ] Too many plastic bags
- [ ] Pantry food past its date
- [ ] Old jars in the fridge door
- [ ] Containers with no lid
- [ ] Mugs nobody reaches for
- [ ] Duplicate utensils
- [ ] Appliances you never use
- [ ] Rusty bakeware
- [ ] Stained dish towels
- [ ] Takeout cutlery
- [ ] Water bottles with no lid

BATHROOMS

Medicines are not on this list.

- [ ] Old toothbrushes
- [ ] Unused samples
- [ ] Empty travel bottles
- [ ] Makeup you never wear
- [ ] Old makeup brushes
- [ ] Frayed washcloths
- [ ] A stained shower liner
- [ ] Stretched hair ties
- [ ] Rusty bobby pins
- [ ] Hair tools you never use
- [ ] Hotel toiletries
- [ ] Nearly empty bottles
- [ ] Lotions you didn't like
- [ ] Dried-out mascara
- [ ] Worn-out towels
- [ ] Worn bath mats
- [ ] Old loofahs
- [ ] Broken hair clips
- [ ] Spare combs and brushes
- [ ] A worn toilet brush

BEDROOMS

Clothes: sort one kind at a time.

- [ ] Clothes that don't fit
- [ ] Stained or torn clothes
- [ ] Worn-out socks and tights
- [ ] Worn-out shoes
- [ ] Outgrown kids' shoes
- [ ] Bags you never carry
- [ ] Broken jewelry
- [ ] Spare wire hangers
- [ ] Flat old pillows
- [ ] Spare blankets nobody uses
- [ ] Clothes you never wear
- [ ] Socks with no match
- [ ] Shoes that hurt
- [ ] Outgrown kids' clothes
- [ ] Belts that don't fit
- [ ] Hats and scarves you skip
- [ ] Single earrings
- [ ] Dry-cleaning bags
- [ ] Sheets that fit no bed
- [ ] Old phone cases

LIVING AND ENTRY

Paper: act on it, file it or recycle it.

- [ ] Junk mail
- [ ] Old magazines
- [ ] Expired coupons
- [ ] Old appliance manuals
- [ ] Old business cards
- [ ] Cords that fit nothing
- [ ] Old DVDs and CDs
- [ ] Games with missing pieces
- [ ] Kids' meal toys
- [ ] Broken umbrellas
- [ ] Catalogs and flyers
- [ ] Takeout menus
- [ ] Used-up gift cards
- [ ] Old calendars
- [ ] Dried-out pens and markers
- [ ] Chargers for old phones
- [ ] Books you won't read again
- [ ] Toys with missing pieces
- [ ] Burned-down candles
- [ ] Single gloves and mittens

LAUNDRY, STORAGE AND OUTDOORS

Paint, batteries, chemicals: follow the label.

- [ ] Lost-sock basket leftovers
- [ ] A broken laundry basket
- [ ] Scraps of wrapping paper
- [ ] Lights that won't light
- [ ] Spare packing material
- [ ] Unused craft supplies
- [ ] Unused camping gear
- [ ] Balls that won't hold air
- [ ] Outgrown bikes
- [ ] Rusty or broken tools
- [ ] Worn-out cleaning cloths
- [ ] Extra gift bags
- [ ] Broken decorations
- [ ] Empty boxes, just in case
- [ ] Costumes nobody wears
- [ ] Luggage you never take
- [ ] Sports gear nobody uses
- [ ] Pool floats with holes
- [ ] Broken outdoor toys
- [ ] Cracked garden pots

THE FOUR QUESTIONS

The first yes wins.

Used, and lives here?	*It stays*
Used, but lives elsewhere?	*Goes-home basket*
Would someone else use it?	*Out-the-door bag*
Broken or used up?	*Discard or recycle*
No yes at all?	*Maybe box*

GONE SO FAR: _____ OF 100

◆ HOW TO USE

Empty one small area. Tick each thing from this list that you find and let go. Not sure? Ask the four questions. Someone else's? Only with their yes. Out-the-door bags leave within seven days.

Keep what you use. Let the rest go.

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Four DECLUTTER QUESTIONS

THE FIRST YES DECIDES WHERE IT GOES

1 IS IT USED, AND DOES IT LIVE HERE?

It stays.

2 IS IT USED, BUT DOES IT LIVE SOMEWHERE ELSE?

Goes-home basket.

3 WOULD SOMEONE ELSE USE IT?

Out-the-door bag.

4 IS IT BROKEN OR USED UP?

Discard or recycle, by local rules.

STILL NOT SURE?

The maybe box. Date it when it is full. What is still in it at the Weekly Reset four weeks later goes out the door.

LEAVE OUT Leave these out of the four questions: medicines; important papers such as IDs, contracts and records; paint, batteries and chemicals (follow the label); anything that belongs to someone else, unless they say yes.

BEFORE YOU START

Two paper grocery bags and a laundry basket do the job.

- [ ] An out-the-door bag
- [ ] A discard bag
- [ ] The goes-home basket
- [ ] A box to be the maybe box
- [ ] A spot by the door where out-the-door bags wait

◆ WHEN THE AREA IS DONE

Walk the goes-home basket around the house and put each thing where it lives, and take the discard bag out. An out-the-door bag leaves within seven days: give, donate, return or recycle it, and put the drop-off on the planner at the Weekly Reset. Check first what the drop-off place takes.

SMALL AREAS TO DO NEXT

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Put back only what stays.

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HOW TO Declutter

Put back only what stays.

Know Where Each Thing Goes

The first yes decides where it goes

1 

Is it used, and does it live here?

→ It stays.

2 

Is it used, but does it live somewhere else?

→ Goes-home basket.

3 

Would someone else use it?

→ Out-the-door bag.

4 

Is it broken or used up?

→ Discard or recycle, by local rules.

? 

Still not sure?

→ The maybe box. Date it when it is full. What is still in it at the Weekly Reset four weeks later goes out the door.

LEAVE OUT

Leave these out of the four questions: medicines; important papers such as IDs, contracts and records; paint, batteries and chemicals (follow the label); anything that belongs to someone else, unless they say yes.

BEFORE YOU START

Two paper grocery bags and a laundry basket do the job.


An out-the-door bag


A discard bag


The goes-home basket


A box to be the maybe box


A spot by the door where out-the-door bags wait

WHEN THE AREA IS DONE

Walk the goes-home basket around the house and put each thing where it lives, and take the discard bag out. An out-the-door bag leaves within seven days: give, donate, return or recycle it, and put the drop-off on the planner at the Weekly Reset. Check first what the drop-off place takes.

SMALL AREAS TO DO NEXT

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

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Room by Room

DECLUTTER CHECKLIST

100 THINGS TO LET GO OF, ONE ZONE AT A TIME

KITCHEN

Duplicates: keep the one you reach for first.

- [ ] Expired spices
- [ ] Freezer-burned food
- [ ] Lids with no container
- [ ] Chipped or cracked dishes
- [ ] Mismatched glasses
- [ ] Forgotten gadgets
- [ ] Scratched nonstick pans
- [ ] Worn-out sponges
- [ ] Extra sauce packets
- [ ] Too many plastic bags
- [ ] Pantry food past its date
- [ ] Old jars in the fridge door
- [ ] Containers with no lid
- [ ] Mugs nobody reaches for
- [ ] Duplicate utensils
- [ ] Appliances you never use
- [ ] Rusty bakeware
- [ ] Stained dish towels
- [ ] Takeout cutlery
- [ ] Water bottles with no lid

BATHROOMS

Medicines are not on this list.

- [ ] Old toothbrushes
- [ ] Unused samples
- [ ] Empty travel bottles
- [ ] Makeup you never wear
- [ ] Old makeup brushes
- [ ] Frayed washcloths
- [ ] A stained shower liner
- [ ] Stretched hair ties
- [ ] Rusty bobby pins
- [ ] Hair tools you never use
- [ ] Hotel toiletries
- [ ] Nearly empty bottles
- [ ] Lotions you didn't like
- [ ] Dried-out mascara
- [ ] Worn-out towels
- [ ] Worn bath mats
- [ ] Old loofahs
- [ ] Broken hair clips
- [ ] Spare combs and brushes
- [ ] A worn toilet brush

BEDROOMS

Clothes: sort one kind at a time.

- [ ] Clothes that don't fit
- [ ] Stained or torn clothes
- [ ] Worn-out socks and tights
- [ ] Worn-out shoes
- [ ] Outgrown kids' shoes
- [ ] Bags you never carry
- [ ] Broken jewelry
- [ ] Spare wire hangers
- [ ] Flat old pillows
- [ ] Spare blankets nobody uses
- [ ] Clothes you never wear
- [ ] Socks with no match
- [ ] Shoes that hurt
- [ ] Outgrown kids' clothes
- [ ] Belts that don't fit
- [ ] Hats and scarves you skip
- [ ] Single earrings
- [ ] Dry-cleaning bags
- [ ] Sheets that fit no bed
- [ ] Old phone cases

LIVING AND ENTRY

Paper: act on it, file it or recycle it.

- [ ] Junk mail
- [ ] Old magazines
- [ ] Expired coupons
- [ ] Old appliance manuals
- [ ] Old business cards
- [ ] Cords that fit nothing
- [ ] Old DVDs and CDs
- [ ] Games with missing pieces
- [ ] Kids' meal toys
- [ ] Broken umbrellas
- [ ] Catalogs and flyers
- [ ] Takeout menus
- [ ] Used-up gift cards
- [ ] Old calendars
- [ ] Dried-out pens and markers
- [ ] Chargers for old phones
- [ ] Books you won't read again
- [ ] Toys with missing pieces
- [ ] Burned-down candles
- [ ] Single gloves and mittens

LAUNDRY, STORAGE AND OUTDOORS

Paint, batteries, chemicals: follow the label.

- [ ] Lost-sock basket leftovers
- [ ] A broken laundry basket
- [ ] Scraps of wrapping paper
- [ ] Lights that won't light
- [ ] Spare packing material
- [ ] Unused craft supplies
- [ ] Unused camping gear
- [ ] Balls that won't hold air
- [ ] Outgrown bikes
- [ ] Rusty or broken tools
- [ ] Worn-out cleaning cloths
- [ ] Extra gift bags
- [ ] Broken decorations
- [ ] Empty boxes, just in case
- [ ] Costumes nobody wears
- [ ] Luggage you never take
- [ ] Sports gear nobody uses
- [ ] Pool floats with holes
- [ ] Broken outdoor toys
- [ ] Cracked garden pots

THE FOUR QUESTIONS

The first yes wins.

Used, and lives here?	*It stays*
Used, but lives elsewhere?	*Goes-home basket*
Would someone else use it?	*Out-the-door bag*
Broken or used up?	*Discard or recycle*
No yes at all?	*Maybe box*

GONE SO FAR: _____ **OF 100**

HOW TO USE Empty one small area. Tick each thing from this list that you find and let go. Not sure? Ask the four questions. Someone else's? Only with their yes. Out-the-door bags leave within seven days.

KEEP WHAT YOU USE.
LET THE REST GO.

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FOUR
Declutter Questions

THE FIRST YES DECIDES WHERE IT GOES

1 **IS IT USED, AND DOES IT LIVE HERE?**
It stays.

2 **IS IT USED, BUT DOES IT LIVE SOMEWHERE ELSE?**
Goes-home basket.

3 **WOULD SOMEONE ELSE USE IT?**
Out-the-door bag.

4 **IS IT BROKEN OR USED UP?**
Discard or recycle, by local rules.

Still not sure?
The maybe box. Date it when it is full. What is still in it at the Weekly Reset four weeks later goes out the door.

LEAVE OUT Leave these out of the four questions: medicines; important papers such as IDs, contracts and records; paint, batteries and chemicals (follow the label); anything that belongs to someone else, unless they say yes.

BEFORE YOU START

Two paper grocery bags and a laundry basket do the job.

- ○ An out-the-door bag
- ○ A discard bag
- ○ The goes-home basket
- ○ A box to be the maybe box
- ○ A spot by the door where out-the-door bags wait

WHEN THE AREA IS DONE

Walk the goes-home basket around the house and put each thing where it lives, and take the discard bag out. An out-the-door bag leaves within seven days: give, donate, return or recycle it, and put the drop-off on the planner at the Weekly Reset. Check first what the drop-off place takes.

SMALL AREAS TO DO NEXT

- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____

Put back only what stays.

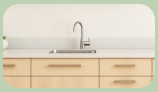
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100 THINGS TO LET GO OF, ONE ZONE AT A TIME

ROOM BY ROOM DECLUTTER *Checklist*



KITCHEN

Duplicates: keep the one you reach for first.

- [ ] Expired spices
- [ ] Freezer-burned food
- [ ] Lids with no container
- [ ] Chipped or cracked dishes
- [ ] Mismatched glasses
- [ ] Forgotten gadgets
- [ ] Scratched nonstick pans
- [ ] Worn-out sponges
- [ ] Extra sauce packets
- [ ] Too many plastic bags
- [ ] Pantry food past its date
- [ ] Old jars in the fridge door
- [ ] Containers with no lid
- [ ] Mugs nobody reaches for
- [ ] Duplicate utensils
- [ ] Appliances you never use
- [ ] Rusty bakeware
- [ ] Stained dish towels
- [ ] Takeout cutlery
- [ ] Water bottles with no lid



BATHROOMS

Medicines are not on this list.

- [ ] Old toothbrushes
- [ ] Unused samples
- [ ] Empty travel bottles
- [ ] Makeup you never wear
- [ ] Old makeup brushes
- [ ] Frayed washcloths
- [ ] A stained shower liner
- [ ] Stretched hair ties
- [ ] Rusty bobby pins
- [ ] Hair tools you never use
- [ ] Hotel toiletries
- [ ] Nearly empty bottles
- [ ] Lotions you didn't like
- [ ] Dried-out mascara
- [ ] Worn-out towels
- [ ] Worn bath mats
- [ ] Old loofahs
- [ ] Broken hair clips
- [ ] Spare combs and brushes
- [ ] A worn toilet brush



BEDROOMS

Clothes: sort one kind at a time.

- [ ] Clothes that don't fit
- [ ] Stained or torn clothes
- [ ] Worn-out socks and tights
- [ ] Worn-out shoes
- [ ] Outgrown kids' shoes
- [ ] Bags you never carry
- [ ] Broken jewelry
- [ ] Spare wire hangers
- [ ] Flat old pillows
- [ ] Spare blankets nobody uses
- [ ] Clothes you never wear
- [ ] Socks with no match
- [ ] Shoes that hurt
- [ ] Outgrown kids' clothes
- [ ] Belts that don't fit
- [ ] Hats and scarves you skip
- [ ] Single earrings
- [ ] Dry-cleaning bags
- [ ] Sheets that fit no bed
- [ ] Old phone cases



LIVING AND ENTRY

Paper: act on it, file it or recycle it.

- [ ] Junk mail
- [ ] Old magazines
- [ ] Expired coupons
- [ ] Old appliance manuals
- [ ] Old business cards
- [ ] Cords that fit nothing
- [ ] Old DVDs and CDs
- [ ] Games with missing pieces
- [ ] Kids' meal toys
- [ ] Broken umbrellas
- [ ] Catalogs and flyers
- [ ] Takeout menus
- [ ] Used-up gift cards
- [ ] Old calendars
- [ ] Dried-out pens and markers
- [ ] Chargers for old phones
- [ ] Books you won't read again
- [ ] Toys with missing pieces
- [ ] Burned-down candles
- [ ] Single gloves and mittens



LAUNDRY, STORAGE AND OUTDOORS

Paint, batteries, chemicals: follow the label.

- [ ] Lost-sock basket leftovers
- [ ] A broken laundry basket
- [ ] Scraps of wrapping paper
- [ ] Lights that won't light
- [ ] Spare packing material
- [ ] Unused craft supplies
- [ ] Unused camping gear
- [ ] Balls that won't hold air
- [ ] Outgrown bikes
- [ ] Rusty or broken tools
- [ ] Worn-out cleaning cloths
- [ ] Extra gift bags
- [ ] Broken decorations
- [ ] Empty boxes, just in case
- [ ] Costumes nobody wears
- [ ] Luggage you never take
- [ ] Sports gear nobody uses
- [ ] Pool floats with holes
- [ ] Broken outdoor toys
- [ ] Cracked garden pots



THE FOUR QUESTIONS

The first yes wins.

Used, and lives here?	*It stays*
Used, but lives elsewhere?	*Goes-home basket*
Would someone else use it?	*Out-the-door bag*
Broken or used up?	*Discard or recycle*
No yes at all?	*Maybe box*

GONE SO FAR: _____ **OF 100**

◆ HOW TO USE

Empty one small area. Tick each thing from this list that you find and let go. Not sure? Ask the four questions. Someone else's? Only with their yes. Out-the-door bags leave within seven days.

Keep what you use. Let the rest go.

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Room by Room Declutter Checklist

100 things to let go of, one zone at a time

KITCHEN

Duplicates: keep the one you reach for first.

- ○ Expired spices
- ○ Freezer-burned food
- ○ Lids with no container
- ○ Chipped or cracked dishes
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- ○ Scratched nonstick pans
- ○ Worn-out sponges
- ○ Extra sauce packets
- ○ Too many plastic bags
- ○ Pantry food past its date
- ○ Old jars in the fridge door
- ○ Containers with no lid
- ○ Mugs nobody reaches for
- ○ Duplicate utensils
- ○ Appliances you never use
- ○ Rusty bakeware
- ○ Stained dish towels
- ○ Takeout cutlery
- ○ Water bottles with no lid

BATHROOMS

Medicines are not on this list.

- ○ Old toothbrushes
- ○ Unused samples
- ○ Empty travel bottles
- ○ Makeup you never wear
- ○ Old makeup brushes
- ○ Frayed washcloths
- ○ A stained shower liner
- ○ Stretched hair ties
- ○ Rusty bobby pins
- ○ Hair tools you never use
- ○ Hotel toiletries
- ○ Nearly empty bottles
- ○ Lotions you didn't like
- ○ Dried-out mascara
- ○ Worn-out towels
- ○ Worn bath mats
- ○ Old loofahs
- ○ Broken hair clips
- ○ Spare combs and brushes
- ○ A worn toilet brush

BEDROOMS

Clothes: sort one kind at a time.

- ○ Clothes that don't fit
- ○ Stained or torn clothes
- ○ Worn-out socks and tights
- ○ Worn-out shoes
- ○ Outgrown kids' shoes
- ○ Bags you never carry
- ○ Broken jewelry
- ○ Spare wire hangers
- ○ Flat old pillows
- ○ Spare blankets nobody uses
- ○ Clothes you never wear
- ○ Socks with no match
- ○ Shoes that hurt
- ○ Outgrown kids' clothes
- ○ Belts that don't fit
- ○ Hats and scarves you skip
- ○ Single earrings
- ○ Dry-cleaning bags
- ○ Sheets that fit no bed
- ○ Old phone cases

LIVING AND ENTRY

Paper: act on it, file it or recycle it.

- ○ Junk mail
- ○ Old magazines
- ○ Expired coupons
- ○ Old appliance manuals
- ○ Old business cards
- ○ Cords that fit nothing
- ○ Old DVDs and CDs
- ○ Games with missing pieces
- ○ Kids' meal toys
- ○ Broken umbrellas
- ○ Catalogs and flyers
- ○ Takeout menus
- ○ Used-up gift cards
- ○ Old calendars
- ○ Dried-out pens and markers
- ○ Chargers for old phones
- ○ Books you won't read again
- ○ Toys with missing pieces
- ○ Burned-down candles
- ○ Single gloves and mittens

LAUNDRY, STORAGE AND OUTDOORS

Paint, batteries, chemicals: follow the label.

- ○ Lost-sock basket leftovers
- ○ A broken laundry basket
- ○ Scraps of wrapping paper
- ○ Lights that won't light
- ○ Spare packing material
- ○ Unused craft supplies
- ○ Unused camping gear
- ○ Balls that won't hold air
- ○ Outgrown bikes
- ○ Rusty or broken tools
- ○ Worn-out cleaning cloths
- ○ Extra gift bags
- ○ Broken decorations
- ○ Empty boxes, just in case
- ○ Costumes nobody wears
- ○ Luggage you never take
- ○ Sports gear nobody uses
- ○ Pool floats with holes
- ○ Broken outdoor toys
- ○ Cracked garden pots

THE FOUR QUESTIONS

The first yes wins.

Used, and lives here?	*It stays*
Used, but lives elsewhere?	*Goes-home basket*
Would someone else use it?	*Out-the-door bag*
Broken or used up?	*Discard or recycle*
No yes at all?	*Maybe box*

GONE SO FAR: ..... OF 100

HOW TO USE Empty one small area. Tick each thing from this list that you find and let go. Not sure? Ask the four questions. Someone else's? Only with their yes. Out-the-door bags leave within seven days.

Keep what you use. Let the rest go.

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Four
DECLUTTER QUESTIONS

THE FIRST YES DECIDES WHERE IT GOES

A Clear Answer for Every Item

1

IS IT USED, AND DOES IT LIVE HERE?

It stays.

2

IS IT USED, BUT DOES IT LIVE SOMEWHERE ELSE?

Goes-home basket.

3

WOULD SOMEONE ELSE USE IT?

Out-the-door bag.

4

IS IT BROKEN OR USED UP?

Discard or recycle, by local rules.

STILL NOT SURE?

The maybe box. Date it when it is full. What is still in it at the Weekly Reset four weeks later goes out the door.

LEAVE OUT

Leave these out of the four questions: medicines; important papers such as IDs, contracts and records; paint, batteries and chemicals (follow the label); anything that belongs to someone else, unless they say yes.

BEFORE YOU START

Two paper grocery bags and a laundry basket do the job.

- [ ] An out-the-door bag
- [ ] A discard bag
- [ ] The goes-home basket
- [ ] A box to be the maybe box
- [ ] A spot by the door where out-the-door bags wait

WHEN THE AREA IS DONE

Walk the goes-home basket around the house and put each thing where it lives, and take the discard bag out. An out-the-door bag leaves within seven days: give, donate, return or recycle it, and put the drop-off on the planner at the Weekly Reset. Check first what the drop-off place takes.

SMALL AREAS TO DO NEXT

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Put back only what stays.

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100 Things, Five Zones
ROOM BY ROOM
DECLUTTER CHECKLIST



KITCHEN

Duplicates: keep the one you reach for first.

- ○ Expired spices
- ○ Freezer-burned food
- ○ Lids with no container
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- ○ Appliances you never use
- ○ Rusty bakeware
- ○ Stained dish towels
- ○ Takeout cutlery
- ○ Water bottles with no lid

BATHROOMS

Medicines are not on this list.

- ○ Old toothbrushes
- ○ Unused samples
- ○ Empty travel bottles
- ○ Makeup you never wear
- ○ Old makeup brushes
- ○ Frayed washcloths
- ○ A stained shower liner
- ○ Stretched hair ties
- ○ Rusty bobby pins
- ○ Hair tools you never use
- ○ Hotel toiletries
- ○ Nearly empty bottles
- ○ Lotions you didn't like
- ○ Dried-out mascara
- ○ Worn-out towels
- ○ Worn bath mats
- ○ Old loofahs
- ○ Broken hair clips
- ○ Spare combs and brushes
- ○ A worn toilet brush

BEDROOMS

Clothes: sort one kind at a time.

- ○ Clothes that don't fit
- ○ Stained or torn clothes
- ○ Worn-out socks and tights
- ○ Worn-out shoes
- ○ Outgrown kids' shoes
- ○ Bags you never carry
- ○ Broken jewelry
- ○ Spare wire hangers
- ○ Flat old pillows
- ○ Spare blankets nobody uses
- ○ Clothes you never wear
- ○ Socks with no match
- ○ Shoes that hurt
- ○ Outgrown kids' clothes
- ○ Belts that don't fit
- ○ Hats and scarves you skip
- ○ Single earrings
- ○ Dry-cleaning bags
- ○ Sheets that fit no bed
- ○ Old phone cases

LIVING AND ENTRY

Paper: act on it, file it or recycle it.

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- ○ Takeout menus
- ○ Used-up gift cards
- ○ Old calendars
- ○ Dried-out pens and markers
- ○ Chargers for old phones
- ○ Books you won't read again
- ○ Toys with missing pieces
- ○ Burned-down candles
- ○ Single gloves and mittens

LAUNDRY, STORAGE AND OUTDOORS

Paint, batteries, chemicals: follow the label.

- ○ Lost-sock basket leftovers
- ○ A broken laundry basket
- ○ Scraps of wrapping paper
- ○ Lights that won't light
- ○ Spare packing material
- ○ Unused craft supplies
- ○ Unused camping gear
- ○ Balls that won't hold air
- ○ Outgrown bikes
- ○ Rusty or broken tools
- ○ Worn-out cleaning cloths
- ○ Extra gift bags
- ○ Broken decorations
- ○ Empty boxes, just in case
- ○ Costumes nobody wears
- ○ Luggage you never take
- ○ Sports gear nobody uses
- ○ Pool floats with holes
- ○ Broken outdoor toys
- ○ Cracked garden pots

THE FOUR QUESTIONS

The first yes wins.

Used, and lives here?	*It stays*
Used, but lives elsewhere?	*Goes-home basket*
Would someone else use it?	*Out-the-door bag*
Broken or used up?	*Discard or recycle*
No yes at all?	*Maybe box*

GONE SO FAR: _____ **OF 100**

◆ HOW TO USE

Empty one small area. Tick each thing from this list that you find and let go. Not sure? Ask the four questions. Someone else's? Only with their yes. Out-the-door bags leave within seven days.

Keep what you use. Let the rest go.

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100 THINGS TO LET GO OF, ONE ZONE AT A TIME

ROOM BY ROOM

DECLUTTER CHECKLIST

KITCHEN

Duplicates: keep the one you reach for first.

- ○ Expired spices
- ○ Freezer-burned food
- ○ Lids with no container
- ○ Chipped or cracked dishes
- ○ Mismatched glasses
- ○ Forgotten gadgets
- ○ Scratched nonstick pans
- ○ Worn-out sponges
- ○ Extra sauce packets
- ○ Too many plastic bags
- ○ Pantry food past its date
- ○ Old jars in the fridge door
- ○ Containers with no lid
- ○ Mugs nobody reaches for
- ○ Duplicate utensils
- ○ Appliances you never use
- ○ Rusty bakeware
- ○ Stained dish towels
- ○ Takeout cutlery
- ○ Water bottles with no lid

BATHROOMS

Medicines are not on this list.

- ○ Old toothbrushes
- ○ Unused samples
- ○ Empty travel bottles
- ○ Makeup you never wear
- ○ Old makeup brushes
- ○ Frayed washcloths
- ○ A stained shower liner
- ○ Stretched hair ties
- ○ Rusty bobby pins
- ○ Hair tools you never use
- ○ Hotel toiletries
- ○ Nearly empty bottles
- ○ Lotions you didn't like
- ○ Dried-out mascara
- ○ Worn-out towels
- ○ Worn bath mats
- ○ Old loofahs
- ○ Broken hair clips
- ○ Spare combs and brushes
- ○ A worn toilet brush

BEDROOMS

Clothes: sort one kind at a time.

- ○ Clothes that don't fit
- ○ Stained or torn clothes
- ○ Worn-out socks and tights
- ○ Worn-out shoes
- ○ Outgrown kids' shoes
- ○ Bags you never carry
- ○ Broken jewelry
- ○ Spare wire hangers
- ○ Flat old pillows
- ○ Spare blankets nobody uses
- ○ Clothes you never wear
- ○ Socks with no match
- ○ Shoes that hurt
- ○ Outgrown kids' clothes
- ○ Belts that don't fit
- ○ Hats and scarves you skip
- ○ Single earrings
- ○ Dry-cleaning bags
- ○ Sheets that fit no bed
- ○ Old phone cases

LIVING AND ENTRY

Paper: act on it, file it or recycle it.

- ○ Junk mail
- ○ Old magazines
- ○ Expired coupons
- ○ Old appliance manuals
- ○ Old business cards
- ○ Cords that fit nothing
- ○ Old DVDs and CDs
- ○ Games with missing pieces
- ○ Kids' meal toys
- ○ Broken umbrellas
- ○ Catalogs and flyers
- ○ Takeout menus
- ○ Used-up gift cards
- ○ Old calendars
- ○ Dried-out pens and markers
- ○ Chargers for old phones
- ○ Books you won't read again
- ○ Toys with missing pieces
- ○ Burned-down candles
- ○ Single gloves and mittens

LAUNDRY, STORAGE AND OUTDOORS

Paint, batteries, chemicals: follow the label.

- ○ Lost-sock basket leftovers
- ○ A broken laundry basket
- ○ Scraps of wrapping paper
- ○ Lights that won't light
- ○ Spare packing material
- ○ Unused craft supplies
- ○ Unused camping gear
- ○ Balls that won't hold air
- ○ Outgrown bikes
- ○ Rusty or broken tools
- ○ Worn-out cleaning cloths
- ○ Extra gift bags
- ○ Broken decorations
- ○ Empty boxes, just in case
- ○ Costumes nobody wears
- ○ Luggage you never take
- ○ Sports gear nobody uses
- ○ Pool floats with holes
- ○ Broken outdoor toys
- ○ Cracked garden pots

THE FOUR QUESTIONS

The first yes wins.

Used, and lives here?	*It stays*
Used, but lives elsewhere?	*Goes-home basket*
Would someone else use it?	*Out-the-door bag*
Broken or used up?	*Discard or recycle*
No yes at all?	*Maybe box*

GONE SO FAR: _____ OF 100

HOW TO USE

Empty one small area. Tick each thing from this list that you find and let go. Not sure? Ask the four questions. Someone else's? Only with their yes. Out-the-door bags leave within seven days.

Keep what you use. Let the rest go.

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THE FIRST YES DECIDES WHERE IT GOES

Four Declutter Questions

1 **IS IT USED, AND DOES IT LIVE HERE?**
It stays.

2 **IS IT USED, BUT DOES IT LIVE SOMEWHERE ELSE?**
Goes-home basket.

3 **WOULD SOMEONE ELSE USE IT?**
Out-the-door bag.

4 **IS IT BROKEN OR USED UP?**
Discard or recycle, by local rules.

STILL NOT SURE?
The maybe box. Date it when it is full. What is still in it at the Weekly Reset four weeks later goes out the door.

LEAVE OUT Leave these out of the four questions: medicines; important papers such as IDs, contracts and records; paint, batteries and chemicals (follow the label); anything that belongs to someone else, unless they say yes.

BEFORE YOU START

Two paper grocery bags and a laundry basket do the job.

- [ ] An out-the-door bag
- [ ] A discard bag
- [ ] The goes-home basket
- [ ] A box to be the maybe box
- [ ] A spot by the door where out-the-door bags wait

WHEN THE AREA IS DONE

Walk the goes-home basket around the house and put each thing where it lives, and take the discard bag out. An out-the-door bag leaves within seven days: give, donate, return or recycle it, and put the drop-off on the planner at the Weekly Reset. Check first what the drop-off place takes.

SMALL AREAS TO DO NEXT

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

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ONE ZONE AT A TIME

ROOM BY ROOM

Declutter Checklist

KITCHEN *Duplicates: keep the one you reach for first.*

- [ ] Expired spices
- [ ] Lids with no container
- [ ] Containers with no lid
- [ ] Mugs nobody reaches for
- [ ] Duplicate utensils
- [ ] Worn-out sponges

BATHROOMS *Medicines are not on this list.*

- [ ] Old toothbrushes
- [ ] Hotel toiletries
- [ ] Nearly empty bottles
- [ ] Makeup you never wear
- [ ] Worn-out towels
- [ ] Broken hair clips

BEDROOMS *Clothes: sort one kind at a time.*

- [ ] Clothes that don't fit
- [ ] Socks with no match
- [ ] Shoes that hurt
- [ ] Outgrown kids' clothes
- [ ] Spare wire hangers
- [ ] Flat old pillows

LIVING AND ENTRY *Paper: act on it, file it or recycle it.*

- [ ] Junk mail
- [ ] Old magazines
- [ ] Expired coupons
- [ ] Cords that fit nothing
- [ ] Chargers for old phones
- [ ] Burned-down candles

LAUNDRY, STORAGE AND OUTDOORS *Paint, batteries, chemicals: follow the label.*

- [ ] Lost-sock basket leftovers
- [ ] Scraps of wrapping paper
- [ ] Broken decorations
- [ ] Lights that won't light
- [ ] Empty boxes, just in case
- [ ] Rusty or broken tools

THE FOUR QUESTIONS *The first yes wins.*

- Used, and lives here? *It stays*
- Used, but lives elsewhere? *Goes-home basket*
- Would someone else use it? *Out-the-door bag*
- Broken or used up? *Discard or recycle*
- No yes at all? *Maybe box*

◆ HOW TO USE

Empty one small area. Tick each thing from this list that you find and let go. Not sure? Ask the four questions. Someone else's? Only with their yes. Out-the-door bags leave within seven days.

Keep what you use. Let the rest go.

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Four Declutter QUESTIONS

THE FIRST YES DECIDES WHERE IT GOES

1 **IS IT USED, AND DOES IT LIVE HERE?**
It stays.

2 **IS IT USED, BUT DOES IT LIVE SOMEWHERE ELSE?**
Goes-home basket.

3 **WOULD SOMEONE ELSE USE IT?**
Out-the-door bag.

4 **IS IT BROKEN OR USED UP?**
Discard or recycle, by local rules.

STILL NOT SURE?
The maybe box. Date it when it is full. What is still in it at the Weekly Reset four weeks later goes out the door.

LEAVE OUT Leave these out of the four questions: medicines; important papers such as IDs, contracts and records; paint, batteries and chemicals (follow the label); anything that belongs to someone else, unless they say yes.

BEFORE YOU START

Two paper grocery bags and a laundry basket do the job.

- [ ] An out-the-door bag
- [ ] A discard bag
- [ ] The goes-home basket
- [ ] A box to be the maybe box
- [ ] A spot by the door where out-the-door bags wait

WHEN THE AREA IS DONE

Walk the goes-home basket around the house and put each thing where it lives, and take the discard bag out. An out-the-door bag leaves within seven days: give, donate, return or recycle it, and put the drop-off on the planner at the Weekly Reset. Check first what the drop-off place takes.

SMALL AREAS TO DO NEXT

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

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Room by Room
DECLUTTER CHECKLIST

20 Things to Find in Each Room

KITCHEN

Duplicates: keep the one you reach for first.

- [ ] Expired spices
- [ ] Freezer-burned food
- [ ] Lids with no container
- [ ] Chipped or cracked dishes
- [ ] Mismatched glasses
- [ ] Forgotten gadgets
- [ ] Scratched nonstick pans
- [ ] Worn-out sponges
- [ ] Extra sauce packets
- [ ] Too many plastic bags
- [ ] Pantry food past its date
- [ ] Old jars in the fridge door
- [ ] Containers with no lid
- [ ] Mugs nobody reaches for
- [ ] Duplicate utensils
- [ ] Appliances you never use
- [ ] Rusty bakeware
- [ ] Stained dish towels
- [ ] Takeout cutlery
- [ ] Water bottles with no lid

BATHROOMS

Medicines are not on this list.

- [ ] Old toothbrushes
- [ ] Unused samples
- [ ] Empty travel bottles
- [ ] Makeup you never wear
- [ ] Old makeup brushes
- [ ] Frayed washcloths
- [ ] A stained shower liner
- [ ] Stretched hair ties
- [ ] Rusty bobby pins
- [ ] Hair tools you never use
- [ ] Hotel toiletries
- [ ] Nearly empty bottles
- [ ] Lotions you didn't like
- [ ] Dried-out mascara
- [ ] Worn-out towels
- [ ] Worn bath mats
- [ ] Old loofahs
- [ ] Broken hair clips
- [ ] Spare combs and brushes
- [ ] A worn toilet brush

BEDROOMS

Clothes: sort one kind at a time.

- [ ] Clothes that don't fit
- [ ] Stained or torn clothes
- [ ] Worn-out socks and tights
- [ ] Worn-out shoes
- [ ] Outgrown kids' shoes
- [ ] Bags you never carry
- [ ] Broken jewelry
- [ ] Spare wire hangers
- [ ] Flat old pillows
- [ ] Spare blankets nobody uses
- [ ] Clothes you never wear
- [ ] Socks with no match
- [ ] Shoes that hurt
- [ ] Outgrown kids' clothes
- [ ] Belts that don't fit
- [ ] Hats and scarves you skip
- [ ] Single earrings
- [ ] Dry-cleaning bags
- [ ] Sheets that fit no bed
- [ ] Old phone cases

LIVING AND ENTRY

Paper: act on it, file it or recycle it.

- [ ] Junk mail
- [ ] Old magazines
- [ ] Expired coupons
- [ ] Old appliance manuals
- [ ] Old business cards
- [ ] Cords that fit nothing
- [ ] Old DVDs and CDs
- [ ] Games with missing pieces
- [ ] Kids' meal toys
- [ ] Broken umbrellas
- [ ] Catalogs and flyers
- [ ] Takeout menus
- [ ] Used-up gift cards
- [ ] Old calendars
- [ ] Dried-out pens and markers
- [ ] Chargers for old phones
- [ ] Books you won't read again
- [ ] Toys with missing pieces
- [ ] Burned-down candles
- [ ] Single gloves and mittens

LAUNDRY, STORAGE AND OUTDOORS

Paint, batteries, chemicals: follow the label.

- [ ] Lost-sock basket leftovers
- [ ] A broken laundry basket
- [ ] Scraps of wrapping paper
- [ ] Lights that won't light
- [ ] Spare packing material
- [ ] Unused craft supplies
- [ ] Unused camping gear
- [ ] Balls that won't hold air
- [ ] Outgrown bikes
- [ ] Rusty or broken tools
- [ ] Worn-out cleaning cloths
- [ ] Extra gift bags
- [ ] Broken decorations
- [ ] Empty boxes, just in case
- [ ] Costumes nobody wears
- [ ] Luggage you never take
- [ ] Sports gear nobody uses
- [ ] Pool floats with holes
- [ ] Broken outdoor toys
- [ ] Cracked garden pots

THE FOUR QUESTIONS

The first yes wins.

Used, and lives here?	*It stays*
Used, but lives elsewhere?	*Goes-home basket*
Would someone else use it?	*Out-the-door bag*
Broken or used up?	*Discard or recycle*
No yes at all?	*Maybe box*

GONE SO FAR: _____ **OF 100**

HOW TO USE

Empty one small area. Tick each thing from this list that you find and let go. Not sure? Ask the four questions. Someone else's? Only with their yes. Out-the-door bags leave within seven days.

Keep what you use. Let the rest go.

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ONE ZONE AT A TIME

ROOM BY ROOM

DECLUTTER CHECKLIST

1 KITCHEN

Duplicates: keep the one you reach for first.

- ○ Expired spices
- ○ Containers with no lid
- ○ Chipped or cracked dishes
- ○ Forgotten gadgets
- ○ Scratched nonstick pans
- ○ Stained dish towels



2 BATHROOMS

Medicines are not on this list.

- ○ Hotel toiletries
- ○ Nearly empty bottles
- ○ Dried-out mascara
- ○ Old makeup brushes
- ○ Worn-out towels
- ○ Broken hair clips



3 BEDROOMS

Clothes: sort one kind at a time.

- ○ Clothes that don't fit
- ○ Socks with no match
- ○ Outgrown kids' shoes
- ○ Bags you never carry
- ○ Single earrings
- ○ Spare wire hangers



4 LIVING AND ENTRY

Paper: act on it, file it or recycle it.

- ○ Junk mail
- ○ Old magazines
- ○ Expired coupons
- ○ Old appliance manuals
- ○ Cords that fit nothing
- ○ Toys with missing pieces



5 LAUNDRY, STORAGE AND OUTDOORS

Paint, batteries, chemicals: follow the label.

- ○ Lost-sock basket leftovers
- ○ Extra gift bags
- ○ Broken decorations
- ○ Lights that won't light
- ○ Sports gear nobody uses
- ○ Rusty or broken tools



THE FOUR QUESTIONS

The first yes wins.

Used, and lives here?	*It stays*
Used, but lives elsewhere?	*Goes-home basket*
Would someone else use it?	*Out-the-door bag*
Broken or used up?	*Discard or recycle*
No yes at all?	*Maybe box*

HOW TO USE

Empty one small area. Tick each thing from this list that you find and let go. Not sure? Ask the four questions. Someone else's? Only with their yes. Out-the-door bags leave within seven days.

Keep what you use. Let the rest go.

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Four
DECLUTTER QUESTIONS
Keep, Move, Give or Toss

The first yes decides where it goes

1 **IS IT USED, AND DOES IT LIVE HERE?**
It stays.

2 **IS IT USED, BUT DOES IT LIVE SOMEWHERE ELSE?**
Goes-home basket.

3 **WOULD SOMEONE ELSE USE IT?**
Out-the-door bag.

4 **IS IT BROKEN OR USED UP?**
Discard or recycle, by local rules.

STILL NOT SURE?
The maybe box. Date it when it is full. What is still in it at the Weekly Reset four weeks later goes out the door.

LEAVE OUT Leave these out of the four questions: medicines; important papers such as IDs, contracts and records; paint, batteries and chemicals (follow the label); anything that belongs to someone else, unless they say yes.

BEFORE YOU START

Two paper grocery bags and a laundry basket do the job.

- [ ] An out-the-door bag
- [ ] A discard bag
- [ ] The goes-home basket
- [ ] A box to be the maybe box
- [ ] A spot by the door where out-the-door bags wait

◆ WHEN THE AREA IS DONE

Walk the goes-home basket around the house and put each thing where it lives, and take the discard bag out. An out-the-door bag leaves within seven days: give, donate, return or recycle it, and put the drop-off on the planner at the Weekly Reset. Check first what the drop-off place takes.

SMALL AREAS TO DO NEXT

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Put back only what stays.

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