



DECLUTTERING CHECKLIST

DATE _____

Choose one small area. Give each item a destination, a next action, or a question to resolve.

HOW TO USE

Begin with a small boundary, such as one chair or shelf. Handle one item at a time and decide where it belongs or what it needs. Stop with the area usable and a note that tells you where to resume.

MY SMALL BOUNDARY _____

ITEM

Decide whether it has a known home, needs an action, can leave, or needs a decision.

DECIDE

Take an item to its actual home when practical. A second unsorted pile isn't a destination.

KNOWN HOME

- _____
- _____
- _____

☒ ACTION

- _____
- _____
- _____

LEAVE

- _____
- _____
- _____

ASK

- _____
- _____
- _____

NEXT ACTION AND CONFIRMED DATE

ITEM	NEXT ACTION	CONFIRMED DATE

QUESTION OR SHARED OWNER _____

WHERE I STOPPED _____

RETURN CUE _____



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THE STEPS

A Decluttering Checklist You Can Stop and Restart

A pile often contains different kinds of unfinished decisions. Treat the return package differently from the cardigan and the unopened letter.

1 CHOOSE A BOUNDARY

Name one chair, tray, shelf, or corner. Keep the session inside it.

3 NAME THE DESTINATION

Take an item to its actual home when practical. A second unsorted pile isn't a destination.

5 RESPECT SHARED BELONGINGS

Leave another person's decisions to them. Write the question you need to ask.

2 HANDLE ONE ITEM

Decide whether it has a known home, needs an action, can leave, or needs a decision.

4 KEEP ACTIONS ATTACHED

Record the next action and any date verified from the item's source.

6 STOP AND LEAVE A RETURN NOTE

Keep the area usable. Record what remains and the next item to handle.

AN EXAMPLE

Fictional chair pile: a cardigan, return package, and letter. The cardigan goes to a limited between-wears hook. The package gets a return action and a date checked from the seller's terms. The letter goes to Paper Triage with "open and read" attached. The chair is usable again. A note names the one item still waiting on someone else.

THE SMALLER VERSION

Handle one item inside the boundary. You don't need to empty the whole room.

WHEN YOU COME BACK

Look at the boundary and return note. Continue with the next item. Finish this area before you start another one.

AFTER YOU TRY IT

Is the chosen area more usable, and do you know what remains?

Examples on this page are made up. Use your own dates and details.