



action plan
ministries, LLC

30 Quick Declutter Do's

1. Go through refrigerator and throw away any food that has gone bad, is near empty or just won't be eaten. Do you have two ketchups open? Combine them. Go!
2. Today we tackle the pantry. Stale cereal, crackers or chips? Bags or boxes of food with barely crumbs left in them? Outdated spices? Do a quick sweep and clean them all out! If you keep paper products in your pantry as we do, organize them. Go!
3. Cups, cups & more cups. Do you have a surplus of plastic fast food cups, glasses or mugs that do nothing but take up cabinet space? If you have more than you could ever possibly use, donate or toss all the excess. Go!
4. Time for the dreaded kitchen junk drawer. Time to toss pens that don't work, used scratch paper, broken rubber bands, locks with no keys, etc. Go!
5. Storage containers without lids to be found, awkward sized containers that never get used, lids which don't seal properly... Today is the day to organize and sort this mess. Go!
6. Sort through and organize your household cleaning products. Toss any empty or dried up bottles. Condense any duplicates if possible. Short on supplies? Add them to your shopping list. Go!
7. What is under your kitchen sink? Time to find out! Declutter and organize! This is also a good time to check for leaks which may have gone unnoticed, buried in the depths of your stuff. Go!
8. Books are hard to part with, but if you have any that you'll NEVER read, NEVER reference or NEVER touch again, why not let someone else enjoy them? Go!
9. Paper clips, rubber bands, envelopes, clips, stamps, pens, pencils, markers, folders, push pins, etc. All necessary 'little' desk stuff which can make BIG clutter. Sort through & organize. Go!
10. The linen closet often stores much more than just linens! See what's hiding in there, sort, organize and declutter! Go!

11. What's in your coat closet? Today's the day to find out! A small but very important area to declutter! Go!
12. Go through your home and check all smoke detectors. Replace batteries where needed and make sure you have extra batteries on hand for the future. Go!
13. Magazines! They are stacked in kitchens (food / recipe), on living room tables and even on bathroom floors. Wherever they are, time to sort, organize and declutter. Go!
14. WILD CARD DAY! Choose one area from your kitchen, dining room, office or hallway that desperately needs to be decluttered and do it! Go!
15. Another touchy subject – your Video / DVD collection. What needs to be done? Simply organizing or decluttering too? Whatever it is, do it! Go!
16. Blinds / Shutters / Drapes. Are yours in need of a good cleaning? Pick the worst offender and give it a good clean. Go!
17. Pictures. Is there a particular picture you've wanted to have printed and framed? A few that you'd like to organize? Whatever your most pressing picture desire is, do it. Go!
18. Mail. Do you have stacks you haven't gone through? It's amazing how fast it can collect. Sort through and deal with ALL of it, not just the important stuff. Go!
19. Papers Plus! Do you have documents, invoices, warranty books, miscellaneous papers, etc. to either file, toss or shred? Go!
20. Bathroom medicine cabinet. We bet this holds much more than just medicine. What's old? What's needed? What's not? What's missing? Visit the FDA website for specifics on safe medicine disposal (see below). Don't pass on this important Declutter 'Do' day! Go!
21. Under the bathroom sink / bathroom cupboard. This tends to be a 'throw all', 'store all' collection point. Declutter it and make the useful items you need easy to access. Go!
22. Make-up and toiletries. Mascara that's old? Colors you never wear? Near empty bottles of body wash? Time to declutter, clean up and organize your stock. Go!
23. Shoes with worn heels? Fix or toss em'. Shoes that ALWAYS hurt your feet? Stretch or donate em'. Why do you save what you don't wear? Declutter your collection. Go!
24. Garment drawers can house ancient and holey unmentionables, including undergarments and socks. Do yourself (and your spouse) a favor and declutter this drawer! Go!
25. Pants / Shirts too big? Too small? And you've been 'waiting' years to wear them? Colors you hate? Out of 'your' generation styles? Choose (5) items to donate – with a smile. Go!

26. Coats / Jackets. Sift through your stock and donate all that don't fit or you just don't like. This is one of the best feel good donations around. Go!

27. Purses, totes, beach bags, book bags...the list goes on. We tend to collect far more than we will ever need. Declutter your collection. Go!

28. Are things stacked on your washer & dryer, thrown on the shelf above or crammed in the cupboard? Time to declutter one area in your laundry room. Go!

29. Goin' to the Garage. Are gardening tools disorganized and broken? Nuts, bolts & screws a mess? Car care supplies strewn about? Choose one area to tackle. Go!

30. What area in your vehicle is in the worst shape? The trunk? Console? Glove box? Time to declutter & clean it. Go!

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<http://www.fda.gov/drugs/resourcesforyou/consumers/buyingusingmedicinesafely/ensuringsafeuseofmedicine/safedisposalofmedicines/ucm186187.htm>