

Rapid Room by Room Clutter Bug Extermination

Welcome Home-Entryway

Create a welcome feeling. Keep your entryway clutter-free.

No entry closet? Use hooks to hang coats, umbrellas, purses, backpacks, and keys.

Place a stylish bowl, cup, or tray on a table near the door to store cellphones, keys, & spare change. Locate the table near a wall outlet, if possible, to charge electronics.

A decorative recycling basket under the table is ideal for tossing junk mail.



Living Room



Clear out objects in your living room that do not add to the décor, comfort, or your lifestyle. Ensure sofas and chairs are for sitting, not filled with papers, books, and electronics.

Recycle old newspapers & magazines. Neatly arrange current issues on a coffee table or in a magazine rack. Only keep what you plan to read unless decorative.

Carry finished library books to your car to return on your next trip out. Donate or sell purchased books so someone else can enjoy them.

Return toys to the playroom or place in covered baskets or bins.

Kitchen

Break down decluttering into small, manageable steps. Each day select a shelf or area in your pantry, refrigerator, and freezer to empty and clean.

Compost any expired or unusable products and wash out cans & bottles for recycling.

Match storage containers and lids. Toss any that are missing a mate. Follow local recycling guidelines. Use nesting containers to save on space and only keep what you can fit and use.

Discard any utensils that are no longer safe to use. Donate or sell appliances, utensils, glassware, and cookware that you do not use. Recycle non-functioning appliances through your local E-waste program. Contact your waste hauler for info.



Clear out products under your sink that you do not use. Note whether you need to follow Household Hazardous Waste (HHW) guidelines before disposing or recycling. Pull-out drawers are ideal for organizing the products you wish to keep.



Arrange spice and herb jars so that you can easily see what you have. Tiered shelving or pull-out drawers make for visible sight lines. Add extra labels for quicker identification.

Buy products from bulk bins so you buy only what you will use. With more rapid use, foods will be fresher.

Organize plastic bags by placing them inside a larger bag then hang them from adhesive hooks on the interior cabinet doors.

Rags, sponges, and paper products can be stowed in bins or baskets attached to the inside of the cabinet or on the door.

Bathrooms



Available at
containerstore.com

Countertops and shower stalls are collection areas for a host of hygiene and beauty products. Keep frequently used products within easy reach, the rest stow out of sight in drawers, baskets, and medicine cabinets.

Dispose of expired, unused, unwanted cosmetics, medicines, and personal care products. Take all prescription and OTC medicines to your local drug take-back location. Check with pharmacies, police dept. or online search for a nearby facility. Remove all personal identification.

Use command hooks on cabinet doors for appliances such as blowdryers. Under the sink pull-out drawers are handy for hygiene and household cleaning products, and paper goods.

Bedroom

Preserve your bedroom as a haven for tranquility, sleep, and personal rejuvenation. Limit electronics and anything that will not enhance relaxation.

A small bookshelf, night table, or baskets are perfect for storing bedtime reading, aromatherapies, or any personal items that you wish to keep near your bedside.

Keep clothes neatly stowed in dressers, wardrobes or closets. Release all clothes that are tattered, torn, irreparable, non-fitting, or don't mesh with your style.

Add a few decorative touches and relegate the rest to another room, donate, recycle or dispose.



Home Office



Remove non-office related items to minimize work distractions except decor.

Segregate personal vs professional files, folders, books.

Clearly label files, baskets, and bins to quickly lay your hands on what you need.

Shred unneeded sensitive information and recycle papers that are no longer needed.

Store ASAP items and bills in your laptop so you can deal with them when you log on or keep an action bin or file where you can see it.

Immediately file away all completed items in a way that makes sense for you (file folders or bins).

Categorize paper piles so you can efficiently deal with them. Set a timer for short spurts to tackle every day.

Set electronic reminders to stay on schedule, pay bills, file papers, etc.

Dump junk mail into a recycling bin as you go through your mail. Remove yourself from junk mail lists to avoid paper clutter.

Take all mail out of envelopes and you'll be more likely to deal with it.



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