

# Spring Decluttering Checklist

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## Living Room:

- Browse through all DVD's and movies. Eliminate any empty cases (you can recycle them) and donate any you no longer watch. Discard any severely scratched or damaged.
- Comb through shelves. Donate any knick knacks you don't need.
- Sort through books and magazines. Old magazines can be recycled and any books you have read may be donated.
- Sort through drawers of end tables. Remove any loose papers, garbage, or unnecessary items.

## Kitchen:

- Remove any expired items or old and unused items from the pantry.
- Toss any empty boxes that may have accumulated in the pantry or cabinets.
- Toss any old or unused spices as they are most likely not fresh or good for use anymore.
- Sort through kitchen towels. Remove heavily stained or torn towels. Add them to your rag bag for cleaning.
- Comb through dishes, and remove any cracked or chipped pieces.

## Home Office:

- Toss any receipts more than a year old.
- Throw away any bills more than a year old. A paper shredder is perfect for shredding documents with personal information.
- Comb through filing cabinets or filing folders, eliminating any items that no longer have value or need.
- Shred any documents containing personal information. Discard the shredding right away so they don't get forgotten about!

## Bathrooms:

- Toss any empty or old toiletry containers. Add the contents of nearly empty containers to new ones so you don't have two taking up space.
- Toss any make up or cosmetics more than a year old.
- Check showers for empty containers and discard.
- Remove any items that don't serve a purpose from the bathroom counter and sink area.
- Repeat this process on the back of the toilet. Remove any items that aren't used daily.
- Sort through bathroom towels. Remove heavily stained or torn towels. Add them to your rag bag for cleaning.

## Bedrooms:

- Clear dresser tops of anything that doesn't serve a daily function.
- Comb through drawers and closets for clothing items you no longer wear or use. Donate any items still in good condition.
- Line up shoes. Donate any you haven't worn in the last few months.
- Repeat this process when considering your jewelry, scarves, belts, and other accessories.
- Check under beds and side tables for items that can be stored elsewhere, donated, or tossed

