



RACHEL AND COMPANY

# Spring Organizing Checklist



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*The top areas to focus on when clearing the clutter this spring.*

## Entryway:

- Store winter gear (hats, gloves, etc.)
- Put shoes on shelves, bins, or return to their designated closets
- Add hooks near the door to catch coats and bags (tip: add lower hooks that kids can reach on their own)
- Add a basket, tray, or dish to corral your keys and sunglasses

## Kitchen:

- Check the pantry, fridge, and freezer for expiration dates
- Give priority cabinet space to the items that you reach for most often
- Toss or recycle food storage containers and water bottles that have lost their mate
- Create zones based on your needs: coffee/tea, lunch making supplies, etc.
- Categorize the pantry by type of food and create a section for after school snacks at your kid's eye level
- Return any borrowed casserole dishes, platters, or dishes

## Laundry Room:

- Add storage shelves or bins to keep supplies categorized and easily accessible
- Use multiple hampers (or divided bins) to sort clothing
- Use the back of the door or available wall space to clear the floor by hanging ironing boards and drying racks

## Linen Closet:

- Pair bedding sets together
- Categorize the contents by sorting (and then storing) like with like
- Use space-saving bags for large blankets and pillows
- Donate bedding and towels that are discolored or damaged to animal shelters
- Use shelf dividers to keep you linen stacks from falling over

## Bathroom:

- Toss out makeup and skincare that you no longer use and/or has expired
- Categorize the contents and store according to the frequency that they are used. Daily essentials and back stock essentials (i.e. toilet paper) should have priority placement in cabinets and drawers.

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## Paperwork:

- Collect all of the miscellaneous paper files and sort through once and for all
- Add a paperwork drop zone near your entrance using a vertical file box to keep your to-dos, to read, to file, and to shred papers separated and easy for you to address when you have more time to focus
- Sort through kids artwork to pare down the papers that you've held onto over the years

## Storage (Garage, Attic, Shed, etc.):

- Donate bikes, outdoor equipment, and decor that is no longer used or wanted
- Incorporate shelves and bins to keep categories separated and easy to access

## Toys and Books:

- Discard toys that are broken or have missing parts
- Donate toys and books that are no longer used, enjoyed, or are not at the appropriate age level

## Closet:

- Store the most frequently accessed pieces front and center
- Categorize contents by type and by color
- Donate clothing, shoes, and accessories that no longer fits or you no longer enjoy
- Add a permanent donate spot in your closet to toss in items in the future
- Take garments that need to be tailored, laundered, or repaired
- Store out of season clothing in weathertight bins or garment bags

## Tech:

- Unsubscribe from email lists to clear your inbox
- Recycle your old computers, phones, and devices (along with their chargers and cords!)
- Use cord wraps to keep loose cords separated and ready to be used as needed