



Home Organisation Checklist™

A practical room-by-room checklist for creating a calmer, easier-to-manage home.

HOME / AREA: _____

START DATE: _____

HOUSEHOLD: _____

TARGET FINISH: _____

1 | Plan the Reset

- ☐ Choose the first area based on daily impact, not embarrassment.
- ☐ Define how the space needs to function for the household.
- ☐ Set a realistic time limit and work in short sessions.
- ☐ Prepare containers for keep, relocate, donate, recycle and dispose.
- ☐ Take a simple “before” photograph if it will help measure progress.

2 | Declutter Safely

- ☐ Work on one small zone at a time.
- ☐ Remove rubbish, recycling and obvious unwanted items first.
- ☐ Keep items that are useful, valued or genuinely needed.
- ☐ Avoid buying storage before deciding what will remain.
- ☐ Set aside uncertain items with a review date.
- ☐ Dispose of medicines, batteries, chemicals and electronics appropriately.

3 | Entrance & Daily Landing Zone

- ☐ Give keys, bags, post and everyday footwear a clear home.
- ☐ Create a simple place for items that must leave the house.
- ☐ Keep coats and accessories limited to the current season.
- ☐ Remove items that belong elsewhere after each daily reset.
- ☐ Make frequently used items accessible to the people who need them.
- ☐ Keep exits and walkways clear.

4 | Kitchen & Food Storage

- ☐ Group food by type and place everyday items within easy reach.
- ☐ Check dates and rotate older food to the front.

THE FUTURE™

- ☐ Match containers with lids and remove damaged duplicates.
- ☐ Store appliances according to how often they are used.
- ☐ Create a simple shopping-list and meal-planning location.
- ☐ Keep cleaning products separate from food and away from children or pets.

5 | Living Areas

- ☐ Remove items that do not support relaxing, socialising or shared activities.
- ☐ Create homes for remotes, chargers, books, toys and blankets.
- ☐ Use trays or baskets only for clearly defined categories.
- ☐ Limit display surfaces so they remain easy to dust and reset.
- ☐ Keep cables tidy without blocking ventilation.
- ☐ Add a quick-return basket for items that belong in other rooms.

6 | Bedrooms & Clothing

- ☐ Keep bedside surfaces limited to useful nightly items.
- ☐ Sort clothing by type and current season.
- ☐ Remove items that do not fit, feel comfortable or get worn.
- ☐ Give frequently worn clothes the easiest positions.
- ☐ Create a clear place for laundry and clothes to re-wear.
- ☐ Store seasonal or sentimental items separately and label them.

7 | Bathrooms & Personal Care

- ☐ Remove expired, empty and unused products.
- ☐ Group daily items separately from backups and occasional products.
- ☐ Keep surfaces as clear as practical for easier cleaning.
- ☐ Limit towels and toiletries to a realistic household quantity.
- ☐ Store medicines securely according to their instructions.
- ☐ Create a simple restocking list for essentials.

8 | Paperwork & Household Information

- ☐ Create one collection point for incoming post and papers.
- ☐ Sort items into action, file, scan, shred and recycle.
- ☐ Set up a small filing system using clear categories.
- ☐ Keep critical documents secure and easy to locate in an emergency.
- ☐ Opt for paperless statements only when digital access is reliable.
- ☐ Schedule a regular session to process the action pile.

9 | Storage Areas

- ☐ Empty and organise one shelf, cupboard or section at a time.
- ☐ Group similar items and label closed containers clearly.
- ☐ Keep heavy items low and frequently used items accessible.
- ☐ Avoid storing unidentified boxes or loose “miscellaneous” collections.
- ☐ Protect items from damp, heat, pests and direct sunlight as needed.
- ☐ Leave safe access to meters, controls and emergency equipment.

10 | Household Supplies

- ☐ Choose one location for cleaning and maintenance supplies.
- ☐ Group supplies by task and remove empty or duplicate products.
- ☐ Keep a realistic backup quantity based on use and storage space.
- ☐ Record low-stock essentials before they run out.
- ☐ Store hazardous items securely and follow label instructions.
- ☐ Keep basic tools together and return them after use.

11 | Digital & Family Organisation

- ☐ Create one shared place for calendars, appointments and key dates.
- ☐ Store household contacts and essential information securely.
- ☐ Use consistent names for important digital folders and files.
- ☐ Delete duplicate downloads and back up irreplaceable files.
- ☐ Create charging locations that do not obstruct daily spaces.
- ☐ Agree simple household rules for returning shared items.

12 | Maintain the System

- ☐ Complete a 10-minute daily reset of high-use areas.
- ☐ Return items to their homes before adding new storage.
- ☐ Use a one-in, one-out rule for categories that easily overflow.
- ☐ Keep a permanent donation bag or box in a suitable location.
- ☐ Review one problem area each week and one category each season.
- ☐ Change any system that the household repeatedly cannot maintain.

13 | Builder Tip

THE BEST SYSTEM IS THE ONE YOUR HOUSEHOLD CAN MAINTAIN.

Organisation is not about making a home look untouched. Give useful things obvious homes, reduce unnecessary decisions, and make the daily reset easier than leaving the mess.

The future isn't something you wait for. It's something you build.