

# FAMILY ROOM DECLUTTER CHECKLIST

- ☐ Set up four totes or boxes and label them “Toss”, “Donate”, “Keep” and “Relocate”.
- ☐ Begin on the left side of the door and work clockwise, emptying and sorting everything.
- ☐ Once you have each area cleared and sorted, go through the family room and wipe and dust all the surfaces.
- ☐ Vacuum and/or sweep the floor
- ☐ Put the things you are going to keep in the family room back where they belong.
- ☐ Empty your “toss” tote and move your “donate” tote to your car trunk and drop it off at your donation center.
- ☐ Rehome the items in the “relocate” bin.
- ☐ To keep this area neat and organized, mark your calendar for a date when you will clear it out each season.