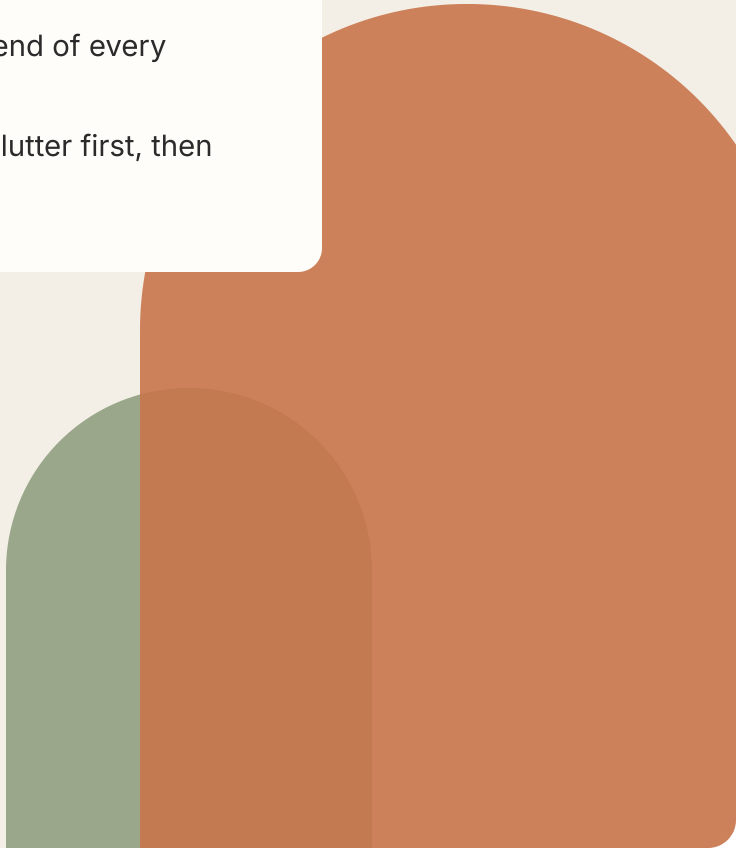
FREE PRINTABLE · DESIGN TERRA HOME

The Small Space Declutter Checklist

A room-by-room plan for small apartments. Fifteen minutes at a time, no special supplies, nothing to buy.

How it works

1. **Set a 15-minute timer.** One zone per session. When it rings, stop, even mid-drawer.
2. **Grab three bags.** Trash & recycling · Donate · Belongs somewhere else.
3. **Put the third bag away** at the end of every session, not “later.”
4. **Don’t buy organizers yet.** Declutter first, then measure what’s left.



Entryway & coats

A drop zone in about 3 feet of wall, and what to clear first.

Session 1 · The floor and the door

- [ ] Keep only the shoes you wear this week by the door; the rest go to the closet.
- [ ] Put a boot tray down for wet shoes in winter.
- [ ] One hook per person for coats, plus one free hook for guests.
- [ ] Move off-season coats, hats and gloves to the closet or under the bed.

Session 2 · The drop zone and the mail

- [ ] Pick about 3 feet of wall: a hook for keys, a spot for your bag, a small tray or wall basket for mail.
- [ ] Recycle junk mail. Shred anything with account numbers.
- [ ] Keep bills and tax papers together in one folder.
- [ ] Keep two tote bags; donate the rest.

Kitchen

Counters, cabinets, under the sink and the fridge, one zone per session.

Session 3 · Fridge and counters

- [ ] Toss cooked leftovers older than 3 to 4 days and anything past its date.
- [ ] Check sauces for “refrigerate after opening” and use-by dates.
- [ ] Keep only daily-use appliances on the counter.
- [ ] Wipe each shelf while it’s empty.

Session 4 · Cabinets and under the sink

- [ ] Match every food container to a lid; recycle the orphans.
- [ ] Keep your favorite mugs; donate the extras.
- [ ] One of each tool: duplicate spatulas and whisks go to the donate bag.
- [ ] Under the sink: toss empty or dried-out cleaners and corral the rest in one bin.

Bathroom

Expired products, the under-sink cabinet and the shower caddy.

Session 5 · Cabinet, counter and shower

- [ ] Check dates on medicine and sunscreen. Old medicine goes to a pharmacy take-back box, not loose in the trash.
- [ ] Toss makeup and skincare that smells off or has changed texture.
- [ ] Use up or let go of the samples you've been saving.
- [ ] Shower caddy: keep only what you use this month.
- [ ] Keep about two towels per person; donate extras (many animal shelters take them; call first).

Bedroom & closet

The 15-minute closet edit and the nightstand reset.

Session 6 · The 15-minute closet edit

- [ ] Pull out anything that doesn't fit, is worn out or you skipped all season.
- [ ] Turn every hanger backward; flip it when you wear the item. In three months you'll know what to donate.
- [ ] Bag out-of-season clothes for under the bed.

Session 7 · Nightstand and linens

- [ ] Clear the nightstand top: a lamp, a book and one or two things you use nightly.
- [ ] Empty the nightstand drawer of receipts, dead pens and loose cables.
- [ ] Keep about two sets of sheets per bed.

Living area

Surfaces, cables and the basket that catches everything.

Session 8 · Surfaces, cables and the catch-all basket

- [ ] Clear the coffee table and one shelf completely, then put back only a few things.
- [ ] Match every cable to a device you still own; take the rest to electronics recycling.
- [ ] Batteries go to a drop-off bin, not the trash.
- [ ] Give loose things one basket, and empty it once a week.

Keep it going: the 10-minute weekly reset

- [ ] Empty the catch-all basket and the mail tray.
- [ ] Clear the kitchen counter and the coffee table.
- [ ] Take the donate bag to the car or the door.
- [ ] One in, one out for clothes, mugs and books.

Where it all goes: check what your local donation center accepts before you go. Recycle cardboard and paper at home; take batteries, electronics and old string lights to drop-off points (check your city’s website).

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