

Decluttering Checklist

- 1 Find a small section to declutter like a drawer, basket, or shelf.
- 2 Set your timer for 10 minutes.
- 3 Sort your small section into 4 sections -- keep, donate, garbage, recycle.
- 4 Set the timer for your 10 minutes of clean up.
- 5 Clean up and put away your small sections.
- 6 Rinse and repeat each day.
- 7 Check out Declutter in 20 for more support.