

RGANIZATION REDEFINED

Planning Checklist: GARAGE

Key Considerations	Use I
	See I

Use It How frequently is it used? See It Should it be visible/displayed or behind a door or in a drawer? Plug It Does it require a nearby outlet?

	Us	e lt				See	e lt	Plu	g lt	Count It	Move It	Toss It	Notes
					:				5	Countrie		1000 10	
			lal		1								
	Ś	_	sior	nal	٤								
	Always	ften	cca	Seasonal	원	s	0	s	Å				
	Ź	ō	Ŏ	Se	Se	Yes	Ŷ	Yes	Ζ				
All the Stuff													
Surplus beverages									, 				
Surplus dry goods									1 1 1 1				
Sports equipment							1		 				
• Bikes							1		J I I I I				
• Kayaks/canoes													
• Golf clubs													
 Clothing/pads 													
• Dirty clothing													
• Skis/boots/shoes									1 1 1 1 1				
Seasonal clothes									 				
Trash/recycle bins					: : : :				 				
Lawn mower/snow blower					 								
Grill/outdoor cookers									 				
Large tools									1 				
Small tools									 				
Garden tools									, ,				
• Hose									I I I {				
 Fertilizers/sprays 					 				 				
• Spreader/sprayer					1 1 1 1 1				 				
 Handheld tools 					 				 				
Pots/dirt/seed													
Rake(s)/shovel(s)									 				
Household equipment									I I J				
 Broom(s)/vacuum(s) 									 				
Cleaning supplies									, , , ,				
• Sink/wash tub									 				
Hobbies					, , , ,				 				
 Fishing equipment/clothes 					1 								
Hunting equipment/clothes									, , , ,				
Pool supplies									 				
Vehicle maintenance supplies									 				
Other:													
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Planning Checklist: MASTER BEDROOM AND CLOSET

Key Considerations	Use
	See

Use It How frequently is it used? See It Should it be visible/displayed or behind a door or in a drawer? Plug It Does it require a nearby outlet?

	Us	e lt				See	e lt	Plu	ıg İt	Count It	Move It	Toss It	Notes
	Always	Often	Occasional	Seasonal	Seldom	Yes	No	Yes	No				
All the Stuff		_	_										
Hanging clothes							1 1 1 1 1						
Folded clothes													
Seasonal clothes													
Socks/underwear							L		 				
Robes													
Shoes													
Hats							L		 				
Jewelry									4 1 1 1				
Belts/ties													
Purses/bags							1 1 1						
Perfumes/colognes							+ 1 1		 1 1				
Change (coins, money clip)							 		 				
Television							1		1				
Alarm clock													
Stereo/MP3 player													
Remote controls							 		 				
Books													
Newspapers/magazines							•						
Computer													
Computer/electronic games													
Printer/printer paper													
Cell phone/charger													
Beverages									 				
Seating/lounging							+		 				
3D items													
Photos/artwork													
Lockable items							L		 				
Iron/ironing board									 				
Suitcases													
Bed linens							1		1				
Laundry hamper									 				
Other:							1		1 1 1 1				
							+						
									1				
							1		1				



Planning Checklist: TEEN BEDROOM (11–18 YEARS) AND CLOSET

Key Considerations	Use
	See

Use It How frequently is it used? See It Should it be visible/displayed or behind a door or in a drawer? Plug It Does it require a nearby outlet?

	Us	e lt				See	e lt	Plu	g lt	Count It	Move It	Toss It	Notes
	Always	Often	Occasional	easonal	eldom	Yes	٩	Yes	Q				
All the Stuff	◄	0	0	Ň	Ň	~	Z	~	~				
Hanging clothes													
Folded clothes							1						
Seasonal clothes					 ! !								
Shoes													
Socks/underwear													
Hats													
Purses													
Backpack					 1 1 1								
Change (coins, bank, etc.)													
Jewelry							/						
Grooming supplies													
Electronic games			1		L 								
Television													
Computer													
Computer/electronic games					1 1 1 1								
Printer							1						
Printer paper							1						
Alarm clock													
Stereo/MP3 player			1		 								
Remote controls					Y I I I		1						
Cell phone/charger													
Books/magazines													
DVD/CD storage			1										
Homework													
Musical instruments													
Sports equipment													
Posters/photos					 		 						
Seating/lounging					1 1 1 1								
Bed linens													
Laundry hamper					, , , ,		 						
Other:													
													l



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Planning Checklist: CHILD'S BEDROOM (0-10 YEARS) AND CLOSET

Key Considerations	U
	S

Use It How frequently is it used? See It Should it be visible/displayed or behind a door or in a drawer? Plug It Does it require a nearby outlet?

	Use	e lt				See	e lt	Plu	g It	Count It	Move It	Toss It	Notes
	Always	Often	Occasional	Seasonal	Seldom	Yes	Å	Yes	٩				
All the Stuff													
Hanging clothes									, , , , , ,				
Folded clothes				••••••••••									
Dress up/seasonal clothes									1				
Shoes													
Socks/underwear													
Hats													
Backpack									1				
Plush toys													
Board games													
Small toys													
Large toys									1				
Tiny pieces of things													
Computer													
Computer/electronic games									1				
Printer													
Printer paper													
Stereo/MP3 player													
Artwork									1 1 1				
Knick-knacks					 1 1 1				1				
Photos													
3D items on display									1				
Homework									1				
Musical instruments									1				
Sport equipment													
Trophies													
Books													
Art supplies							1		 				
Bed linens									 				
Laundry hamper													
Other:													
									1				
									1 1 1				
									1				



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Planning Checklist: GUEST AREA WITH WALLBED

Key Considerations

Use It How frequently is it used? See It Should it be visible/displayed or behind a door or in a drawer?

Plug It Does it require a nearby outlet?

Count ItHow many items need to be accommodated?Move ItIs there a more appropriate place for it?Toss ItIs it time to dispose of it?

	Use It			See	lt	Plu	g lt	Count It	Move It	Toss It	Notes		
	Always	Often	Occasional	Seasonal	Seldom	Yes	٩	Yes	Р				
All the Stuff													
Bed (wallbed)													
Linens				1			 						
Hanging clothes			 	1			: : : : :		 				
Folded clothes													
Overnight bags													
Toiletries													
Night stand			 				1						
Reading light			1				*						
Books			1										
Television		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	+	1			1						
DVD player			+ ! !	1			+						
DVD storage			 	1			+						
Alarm clock							1						
Stereo/MP3 player				1			L 						
Remote controls													
Telephone/cell/charger							 ! !						
Beverages							1						
Other:			;				•						
			1 				 1 1						
							L 						
			L										
				1			1 1 1 1						
							 ! !						
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Client:

Planning Checklist: PANTRY

Key Considerations	Use
	See

Use It How frequently is it used? See It Should it be visible/displayed or behind a door or in a drawer? Plug It Does it require a nearby outlet?

	Us	e lt				See	e lt	Plu	g lt	Count It	Move It	Toss It	Notes
			nal	Seasonal									
	Ś	_	sio	onal	E								
	Always	fte	CCO	easc	pla	Yes	Å	Yes	Ŷ				
	∢	0	0	Š	Š	۶	Z	7	Ζ				
All the Stuff													
Non-perishables													
Canned goods													
Dried goods									 				
Spices/seasonings			+						 				
Dishes													
Serving dishes			1										
Pots/pans			+						 				
Bakeware							1						
Cups/glasses					1								
Cutlery			1										
Coffeemaker													
Coffee bean grinder					1								
Small portable appliances													
Microwave													
Trash/recycle bins													
Paper goods							<u> </u>						
Dish towels													
Table linens													
Cleaning supplies					, , , , ,				 				
Cookbooks													
Pet food							ļ						
Alcohol			 										
Beverages													
Bags/wraps													
Brooms/vacuum/stepstool													
Entertainment decor													
Perishables													
Fruit									 				
Vegetables Bread									 				
Other:													
Other.													
	i i	i i			i	1	i .	1	i	l	I	I	



Planning Checklist: MUDROOM

Key Considerations	Use
	See

Use It How frequently is it used? See It Should it be visible/displayed or behind a door or in a drawer? Plug It Does it require a nearby outlet?

	Us	e lt				See	e lt	Plu	g lt	Count It	Move It	Toss It	Notes
	Always	Often	Occasional	Seasonal	Seldom	Yes	No	Yes	°Z				
All the Stuff													
Coats: long and short													
Coats: guests													
Shoes							1						
Boots			+ 1 1 1										
Hats/gloves/scarves													
Seasonal clothes													
Purses/wallets													
Backpacks													
Briefcases													
Lunch tote(s)													
Keys													
Umbrellas													
Incoming/outgoing mail													
Written messages													
Children's art													
Family photos													
Cell phone(s)/chargers													
Pet food/care			 		 								
Sports equipment			 				- - 						
Sports clothing			1				 						
Trash receptacle													
Recycle bins													
Drying rack/hangers													
Iron/ironing board													
Cleaning supplies													
Other:					 								
							i 						
	<u>i</u> i		!		<u>.</u>		<u>i</u>						<u> </u>



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Planning Checklist: LAUNDRY ROOM

Key Considerations	

Use It How frequently is it used? See It Should it be visible/displayed or behind a door or in a drawer? Plug It Does it require a nearby outlet?

	Us	e lt				See	e lt	Plu	g lt	Count It	Move It	Toss It	Notes
	Always	Often	Occasional	Seasonal	Seldom	Yes	оХ	Yes	٥N				
All the Stuff													
Dirty clothing													
Laundry baskets				(
Laundry soap				Y	1		1 1 1 1						
Cleaning supplies					1				 				
Hanging clothes													
Folded clothes													
Iron/ironing board									 				
Light bulbs				1									
Extension cords													
Vacuum							1						
Brooms				 	 								
Mops							1						
Keys													
Pails				1	1								
Brushes					1								
Cleaning cloths				Y			1						
Towels													
Shopping bags				1									
Bulk food													
Extra paper towel													
Extra tissue paper													
Stool													
Trash receptacle													
Pet food													
Other													
				: : :			 						
				1 1 1			1 1 1						
													[



Planning Checklist: HOME OFFICE

Key Considerations	Use It
	See It

Use It How frequently is it used? See It Should it be visible/displayed or behind a door or in a drawer? Plug It Does it require a nearby outlet?

	Us	e lt				See	e lt	Plu	g lt	Count It	Move It	Toss It	Notes
			al										
	Always	Often	Occasior	Seasonal	Seldom	Yes	Ŷ	Yes	٩				
All the Stuff													
Books									1 				
Newspaper/magazines			1	1	1		1		1 1 1				
Binders				 					 ! ! !				
Papers				1					 				
Household files				1									
Business files			1										
Incoming/outgoing mail			1	1					I I I				
Written messages			1	1					 				
Bills and receipts				1	1								
Computer		10 10 10 10 10 10 10 10 10 10 10 1 1 1 1							1				
Printer									1 1 1				
Fax machine	1		1	1	1		1 1 1 1						
Telephone/cell/charger													
PDA							1		1				
Stereo/MP3 player				1	1								
Television				1									
Remote controls													
Office Supplies													
Printer paper		1 1 1 1					 		I I I L				
Craft supplies							 		1 1 1				
Homework				 									
Computer/electronic games				1									
Children's artwork		 	1	ļ 									
3D items													
Beverages				1 1 1 1									
Seating/lounging		ı ı ı		1 1 1 1	1 1 1 1								
Exercise equipment		 	 	 			 						
Other:													
				1 1 1 1					 				
				1 1 1 1									
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							1						
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Planning Checklist: ENTERTAINMENT AREA

Key Considerations	

Use It How frequently is it used? See It Should it be visible/displayed or behind a door or in a drawer? Plug It Does it require a nearby outlet?

	Use It		See It		Plug It		Count It	Move It	Toss It	Notes			
	Always	Often	Occasional	Seasonal	Seldom	Yes	Рo	Yes	°N No				
All the Stuff													
Board games							 						
Books					1		1						
Newspapers/magazines			 		 		1						
Technology					1				 				
•TV							1						
• DVD/VCR					1				r				
Receiver							1						
• Stereo/MP3 player													
• CD player													
• Computer			1 1 1 1				1		 				
• Printer									 				
• Printer paper					1								
Computer/electronic games													
• Telephone									h 1 1 1				
• Headphones					1								
Remote controls							1						
DVD/CD storage													
3D items													
Fish tank			1 1 1 1						r				
Photo albums					1		 						
Artwork					1		1						
Blankets/pillows			L										
Beverages													
Other:									 				
			1		1								
					1				L 				
					1				 				
									L				
			1 1 1										
			1						 				
			1										
					1		 		 				



Planning Checklist: ARTS AND CRAFTS/HOBBY AREA

Key Considerations

Use It How frequently is it used? See It Should it be visible/displayed or behind a door or in a drawer?

Plug It Does it require a nearby outlet?

Count It	How many items need to be accommodated?
Move It	Is there a more appropriate place for it?
Toss It	Is it time to dispose of it?

	Use It			See	e lt	Plu	g lt	Count It	Move It	Toss It	Notes		
	Always	Often	Occasional	Seasonal	Seldom	Yes	٩	Yes	٥N				
All the Stuff													
Gift wrap (paper, bags)													
Ribbons/trims					 								
Gift cards			 		 		 		 				
Apron							1 1 1		1				
Paints													
Crayons													
Drawing pencil/pens							 		 				
Drawing/construction paper													
Chalks													
Art supplies							 		 				
Modeling clay					: : : :		1						
Photo albums													
Glue/glue gun													
Sewing machine													
Threads													
Fabric									 				
Quilting materials													
Sewing accessories													
Iron/ironing board							 		 				
Running water									 				
Computer													
Printer					 								
Printer paper									 				
Phone/cell phone/charger									1				
CD/MP3 player									 				
Television			 				 		 				
Remote controls													
Other:													
									ļ				
									<u>.</u>	<u> </u>			<u> </u>



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Planning Checklist: **BEVERAGE CENTER**

Key	Considerations	

Use It How frequently is it used? See It Should it be visible/displayed or behind a door or in a drawer? Plug It Does it require a nearby outlet?

	Use It			See	e lt	Plu	g lt	Count It	Move It	Toss It	Notes		
	vays	ten	casional	Seasonal	dom			10	•				
	Ą	g	ŏ	Sea	Selo	Yes	²	Yes	²				
All the Stuff													
Alcohol bottle				1									
Wine bottles			1	+ 1 1 1					/ 				
Beverage cans			+	Y			1		I I I I				
Beverage bottles			T				1		1 1 1 1 1				
Munchies													
Napkins													
Wine glasses			 	 									
Mugs			1						1 1 1				
Goblets			 						 				
Refrigerator			 	: : : :	: : : :				 				
Sink				 	 								
Supplies			 						; ; ; ;				
Towels			 						1 1 1 1 1				
Utensils (corkscrew)				 	 				! ! !				
Trash receptacle													
Display items			1						 				
Artwork				: : : :	, , , ,				1 				
Bar lamp				1 1 1 1	1 1 1 1 1				I I J				
Other:													
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Planning Checklist: **BASEMENT**

Key Considerations	Use
	See

Use It How frequently is it used? See It Should it be visible/displayed or behind a door or in a drawer? Plug It Does it require a nearby outlet?

	Use It					See It		Plug It		Count It	Move It	Toss It	Notes
	Always	Often	Occasional	Seasonal	Seldom	Yes	٩	Yes	٩				
All the Stuff													
Holiday decorations							 		I I I I I				
Gift wrap/ribbons									 ! !				
Seasonal dishes/linens							1 1 1						
Exercise equipment					 1 1								
Sporting goods													
Skis/boots clothes									1 Y				
• Ice skates													
Golf clubs													
Camping supplies									 				
• Sleeping bags							4						
Seasonal clothes													
Luggage									1 1 1				
Duffel bags													
Outside supplies													
• Hose													
Gardening tools and pots													
• Lawn furniture													
• Cookers					l				 				
Small tools													
Small appliances							1 1 1 1		I				
Large tools													
Large appliances									 ! !				
Furniture									/ 				
Technology									 				
Computer									1				
Printer													
Printer paper									 ! ! !				
Books					 								
Newspapers/magazines							1						
Canned goods							4		/ ! ! !				
Paper products					 		+		 1 1 1				
Washer/dryer													
Laundry hamper/supplies							1		1				
Household files					/		4		 				
Other:					 		T		1				
