

Planning Checklist: **GARAGE**

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 It		Plug It		Count It	Move It	Toss It	Notes
	Always	Often	Occasional	Seasonal	Seldom	Yes	No	Yes	No				
All the Stuff													
Surplus beverages													
Surplus dry goods													
Sports equipment													
• Bikes													
• Kayaks/canoes													
• Golf clubs													
• Clothing/pads													
• Dirty clothing													
• Skis/boots/shoes													
Seasonal clothes													
Trash/recycle bins													
Lawn mower/snow blower													
Grill/outdoor cookers													
Large tools													
Small tools													
Garden tools													
• Hose													
• Fertilizers/sprays													
• Spreader/sprayer													
• Handheld tools													
• Pots/dirt/seed													
• Rake(s)/shovel(s)													
Household equipment													
• Broom(s)/vacuum(s)													
• Cleaning supplies													
• Sink/wash tub													
Hobbies													
• Fishing equipment/clothes													
• Hunting equipment/clothes													
Pool supplies													
Vehicle maintenance supplies													
Other:													

Planning Checklist: MASTER BEDROOM AND CLOSET

Key Considerations	Use It <i>How frequently is it used?</i>	Count It <i>How many items need to be accommodated?</i>
	See It <i>Should it be visible/displayed or behind a door or in a drawer?</i>	Move It <i>Is there a more appropriate place for it?</i>
	Plug It <i>Does it require a nearby outlet?</i>	Toss It <i>Is it time to dispose of it?</i>

	Use It					See It		Plug It		Count It	Move It	Toss It	Notes
	Always	Often	Occasional	Seasonal	Seldom	Yes	No	Yes	No				
All the Stuff													
Hanging clothes													
Folded clothes													
Seasonal clothes													
Socks/underwear													
Robes													
Shoes													
Hats													
Jewelry													
Belts/ties													
Purses/bags													
Perfumes/colognes													
Change (coins, money clip)													
Television													
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													
Iron/ironing board													
Suitcases													
Bed linens													
Laundry hamper													
Other:													

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

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 It		Plug It		Count It	Move It	Toss It	Notes
	Always	Often	Occasional	Seasonal	Seldom	Yes	No	Yes	No				
All the Stuff													
Hanging clothes													
Folded clothes													
Seasonal clothes													
Shoes													
Socks/underwear													
Hats													
Purses													
Backpack													
Change (coins, bank, etc.)													
Jewelry													
Grooming supplies													
Electronic games													
Television													
Computer													
Computer/electronic games													
Printer													
Printer paper													
Alarm clock													
Stereo/MP3 player													
Remote controls													
Cell phone/charger													
Books/magazines													
DVD/CD storage													
Homework													
Musical instruments													
Sports equipment													
Posters/photos													
Seating/lounging													
Bed linens													
Laundry hamper													
Other:													



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

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 It		Plug It		Count It	Move It	Toss It	Notes
	Always	Often	Occasional	Seasonal	Seldom	Yes	No	Yes	No				
All the Stuff													
Hanging clothes													
Folded clothes													
Dress up/seasonal clothes													
Shoes													
Socks/underwear													
Hats													
Backpack													
Plush toys													
Board games													
Small toys													
Large toys													
Tiny pieces of things													
Computer													
Computer/electronic games													
Printer													
Printer paper													
Stereo/MP3 player													
Artwork													
Knick-knacks													
Photos													
3D items on display													
Homework													
Musical instruments													
Sport equipment													
Trophies													
Books													
Art supplies													
Bed linens													
Laundry hamper													
Other:													

Planning Checklist: **GUEST AREA WITH WALLBED**

Key Considerations	Use It	<i>How frequently is it used?</i>	Count It	<i>How many items need to be accommodated?</i>
	See It	<i>Should it be visible/displayed or behind a door or in a drawer?</i>	Move It	<i>Is there a more appropriate place for it?</i>
	Plug It	<i>Does it require a nearby outlet?</i>	Toss It	<i>Is it time to dispose of it?</i>

	Use It					See It		Plug It		Count It	Move It	Toss It	Notes
	Always	Often	Occasional	Seasonal	Seldom	Yes	No	Yes	No				
All the Stuff													
Bed (wallbed)													
Linens													
Hanging clothes													
Folded clothes													
Overnight bags													
Toiletries													
Night stand													
Reading light													
Books													
Television													
DVD player													
DVD storage													
Alarm clock													
Stereo/MP3 player													
Remote controls													
Telephone/cell/charger													
Beverages													
Other:													

Planning Checklist: **PANTRY**

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 It		Plug It		Count It	Move It	Toss It	Notes
	Always	Often	Occasional	Seasonal	Seldom	Yes	No	Yes	No				
All the Stuff													
Non-perishables													
Canned goods													
Dried goods													
Spices/seasonings													
Dishes													
Serving dishes													
Pots/pans													
Bakeware													
Cups/glasses													
Cutlery													
Coffeemaker													
Coffee bean grinder													
Small portable appliances													
Microwave													
Trash/recycle bins													
Paper goods													
Dish towels													
Table linens													
Cleaning supplies													
Cookbooks													
Pet food													
Alcohol													
Beverages													
Bags/wraps													
Brooms/vacuum/stepstool													
Entertainment decor													
Perishables													
Fruit													
Vegetables													
Bread													
Other:													

Planning Checklist: **MUDROOM**

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 It		Plug It		Count It	Move It	Toss It	Notes
	Always	Often	Occasional	Seasonal	Seldom	Yes	No	Yes	No				
All the Stuff													
Coats: long and short													
Coats: guests													
Shoes													
Boots													
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													
Trash receptacle													
Recycle bins													
Drying rack/hangers													
Iron/ironing board													
Cleaning supplies													
Other:													

Planning Checklist: **LAUNDRY ROOM**

- Key Considerations **Use It** *How frequently is it used?* **Count It** *How many items need to be accommodated?*
 See It *Should it be visible/displayed or*
 behind a door or in a drawer? **Move It** *Is there a more appropriate place for it?*
 Plug It *Does it require a nearby outlet?* **Toss It** *Is it time to dispose of it?*

	Use It					See It		Plug It		Count It	Move It	Toss It	Notes
	Always	Often	Occasional	Seasonal	Seldom	Yes	No	Yes	No				
All the Stuff													
Dirty clothing													
Laundry baskets													
Laundry soap													
Cleaning supplies													
Hanging clothes													
Folded clothes													
Iron/ironing board													
Light bulbs													
Extension cords													
Vacuum													
Brooms													
Mops													
Keys													
Pails													
Brushes													
Cleaning cloths													
Towels													
Shopping bags													
Bulk food													
Extra paper towel													
Extra tissue paper													
Stool													
Trash receptacle													
Pet food													
Other													



HOME ORGANIZATION REDEFINED™

Client: _____

Date: _____

Planning Checklist: **HOME OFFICE**

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 It		Plug It		Count It	Move It	Toss It	Notes
	Always	Often	Occasional	Seasonal	Seldom	Yes	No	Yes	No				
All the Stuff													
Books													
Newspaper/magazines													
Binders													
Papers													
Household files													
Business files													
Incoming/outgoing mail													
Written messages													
Bills and receipts													
Computer													
Printer													
Fax machine													
Telephone/cell/charger													
PDA													
Stereo/MP3 player													
Television													
Remote controls													
Office Supplies													
Printer paper													
Craft supplies													
Homework													
Computer/electronic games													
Children's artwork													
3D items													
Beverages													
Seating/lounging													
Exercise equipment													
Other:													

Planning Checklist: **ENTERTAINMENT AREA**

Key Considerations **Use It** *How frequently is it used?* **Count It** *How many items need to be accommodated?*
See It *Should it be visible/displayed or*
 behind a door or in a drawer? **Move It** *Is there a more appropriate place for it?*
Plug It *Does it require a nearby outlet?* **Toss It** *Is it time to dispose of it?*

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

Planning Checklist: ARTS AND CRAFTS/HOBBY AREA

Key Considerations	Use It <i>How frequently is it used?</i>	Count It <i>How many items need to be accommodated?</i>
	See It <i>Should it be visible/displayed or behind a door or in a drawer?</i>	Move It <i>Is there a more appropriate place for it?</i>
	Plug It <i>Does it require a nearby outlet?</i>	Toss It <i>Is it time to dispose of it?</i>

	Use It					See It		Plug It		Count It	Move It	Toss It	Notes
	Always	Often	Occasional	Seasonal	Seldom	Yes	No	Yes	No				
All the Stuff													
Gift wrap (paper, bags)													
Ribbons/trims													
Gift cards													
Apron													
Paints													
Crayons													
Drawing pencil/pens													
Drawing/construction paper													
Chalks													
Art supplies													
Modeling clay													
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													
CD/MP3 player													
Television													
Remote controls													
Other:													



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?*

- 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 It		Plug It		Count It	Move It	Toss It	Notes
	Always	Often	Occasional	Seasonal	Seldom	Yes	No	Yes	No				
All the Stuff													
Alcohol bottle													
Wine bottles													
Beverage cans													
Beverage bottles													
Munchies													
Napkins													
Wine glasses													
Mugs													
Goblets													
Refrigerator													
Sink													
Supplies													
Towels													
Utensils (corkscrew)													
Trash receptacle													
Display items													
Artwork													
Bar lamp													
Other:													

Planning Checklist: **BASEMENT**

Key Considerations	Use It	<i>How frequently is it used?</i>	Count It	<i>How many items need to be accommodated?</i>
	See It	<i>Should it be visible/displayed or behind a door or in a drawer?</i>	Move It	<i>Is there a more appropriate place for it?</i>
	Plug It	<i>Does it require a nearby outlet?</i>	Toss It	<i>Is it time to dispose of it?</i>

	Use It					See It		Plug It		Count It	Move It	Toss It	Notes
	Always	Often	Occasional	Seasonal	Seldom	Yes	No	Yes	No				
All the Stuff													
Holiday decorations													
Gift wrap/ribbons													
Seasonal dishes/linens													
Exercise equipment													
Sporting goods													
• Skis/boots clothes													
• Ice skates													
• Golf clubs													
• Camping supplies													
• Sleeping bags													
Seasonal clothes													
Luggage													
Duffel bags													
Outside supplies													
• Hose													
• Gardening tools and pots													
• Lawn furniture													
• Cookers													
Small tools													
Small appliances													
Large tools													
Large appliances													
Furniture													
Technology													
Computer													
Printer													
Printer paper													
Books													
Newspapers/magazines													
Canned goods													
Paper products													
Washer/dryer													
Laundry hamper/supplies													
Household files													
Other:													