Home Organization Planner

Preview: file inventory and watermarked sample pages. Not the full product.

Files in the download

Home-Organization-Planner-Printable-Letter.pdf
Printable edition, US Letter portrait, 24 pages, 0.65 in margins.

Home-Organization-Planner-Digital-Hyperlinked.pdf
Hyperlinked digital edition, landscape 4:3 for tablets, 24 pages with side tabs and 224 internal links.

Home-Organization-Planner-User-Guide.pdf
How to print, how to navigate the digital edition, and tips (2 pages).

README.txt
Quick start and license summary.

How to get organised

THE METHOD

- Work in small zones: one drawer, one shelf, one corner. Finishing small zones beats starting a whole room.
- Set up four bags or boxes: keep, donate, sell, trash / recycle. Decide on each item once.
- Clean the empty space before you put things back.
- Put back only what you use or love, closest to where you use it. Then add bins or labels - buy storage last.
- Take donations out the same day, and give sell items a deadline (see the donation & sell log).
- Keep it up with the daily 10-minute reset and the weekly reset checklist.

SAMPLE

MY PRIORITY ZONES

ZONE	WHY IT BUGS ME	START DATE

30-day declutter challenge

Tick each day; it's fine to swap days around

ONE SMALL TASK A DAY

- [ ] Day 1: Clear the kitchen counters
- [ ] Day 2: Junk drawer
- [ ] Day 3: Expired food in the pantry
- [ ] Day 4: Fridge and freezer clean-out
- [ ] Day 5: Food storage containers and lids
- [ ] Day 6: Mugs and water bottles
- [ ] Day 7: Under the kitchen sink
- [ ] Day 8: Bathroom cabinet and expired toiletries
- [ ] Day 9: Towels and linens
- [ ] Day 10: Makeup and hair tools
- [ ] Day 11: Shoes by the door
- [ ] Day 12: Coats and bags
- [ ] Day 13: Mail and paper pile
- [ ] Day 14: Old manuals and receipts
- [ ] Day 15: Books you won't reread
- [ ] Day 16: DVDs, CDs and games
- [ ] Day 17: Charging cables and old electronics
- [ ] Day 18: Pens, stationery and craft supplies
- [ ] Day 19: Nightstand
- [ ] Day 20: Socks and underwear drawer
- [ ] Day 21: T-shirts and tops
- [ ] Day 22: Clothes that don't fit
- [ ] Day 23: Bags and purses
- [ ] Day 24: Kids' toys (with them)
- [ ] Day 25: Living room surfaces
- [ ] Day 26: Cleaning supplies
- [ ] Day 27: Car interior
- [ ] Day 28: Garage or storage shelf
- [ ] Day 29: Digital: phone photos and apps
- [ ] Day 30: Celebrate: take donations out

SAMPLE

Kitchen

KITCHEN ORGANISING CHECKLIST

- [ ] Empty and wipe one cupboard at a time
- [ ] Group items by use (baking, cooking, serving)
- [ ] Keep daily items between hip and eye height
- [ ] Check spices for duplicates and dates
- [ ] Match containers to lids; recycle orphans
- [ ] Create a drop zone for keys & mail
- [ ] Label pantry shelves or bins
- [ ] Store rarely used appliances high or away
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

COUNTS

Keep _____

Donate _____

Sell _____

Trash / recycle _____

SUPPLIES NEEDED

_____

_____

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BEFORE: WHAT BOTHERS ME

_____

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AFTER: WHAT WORKS NOW

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BEFORE: WHAT BOTHERS ME

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SAMPLE