HOME HACKS COLLECTIVE



THE 2026 PRINTABLE GUIDE

The Home Organization Checklist

A calm, room-by-room plan to clear clutter, set up storage that works, and keep it that way in 15 minutes a day.

10	30	4
ROOM CHECKLISTS	DAY RESET PLAN	MAINTENANCE ROUTINES

START HERE

How to use this checklist

You don't need a free weekend or a new set of bins. You need a clear order of work and short sessions you actually finish. Pick one room, set a 30-minute timer and follow the five steps below.

1

Empty

Take everything out of the space you're working on, even if it's one shelf. You can't edit what you can't see.

2

Edit

Sort into five piles: keep, relocate, donate, trash, decide later. Be honest about what you use.

3

Group

Put like with like. Group by how you use things, not by what they are.

4

Contain

Now measure and choose storage. Most problems shrink once the extras are gone.

5

Maintain

Label it, then use the daily and weekly routines on page 9 to keep it that way.

The five sorting piles

- ☐ **Keep** — used in the last year and has a home
- ☐ **Relocate** — belongs in another room
- ☐ **Donate or sell** — useful, just not to you
- ☐ **Trash or recycle** — broken, expired, empty
- ☐ **Decide later** — one dated box; revisit in 30 days

Six rules that make it stick

1. **Declutter before you buy.** Storage is the last step, not the first.
2. **Measure twice.** Width, depth and height, plus door clearance.
3. **Every item needs a home.** If it has no spot, it becomes clutter.
4. **Store it where you use it.** Convenience beats looks.
5. **One in, one out.** Especially for clothes, mugs and toys.
6. **Done beats perfect.** Stop when the timer rings.

YOUR 30-DAY RESET

One small task a day

Fifteen to thirty minutes a day, one zone at a time. Week 1 is the kitchen, week 2 the bathroom and entry, week 3 bedrooms and closets, week 4 everything else. Tick each day as you finish it.

Week 1 · Kitchen	Week 2 · Bath & entry	Week 3 · Bedroom & closet	Week 4 · Living, office & wrap-up
☐ DAY 1 — Clear one kitchen counter	☐ DAY 2 — Empty and edit the junk drawer	☐ DAY 3 — Fridge: toss expired food	☐ DAY 4 — Pantry: check dates on one shelf	☐ DAY 5 — Under the kitchen sink
☐ DAY 6 — Food containers: match lids	☐ DAY 7 — *Rest & reset*	☐ DAY 8 — Bathroom counter	☐ DAY 9 — Medicine & first aid	☐ DAY 10 — Towels & linens
☐ DAY 11 — Under the bathroom sink	☐ DAY 12 — Entryway shoes & coats	☐ DAY 13 — Mail & paper pile	☐ DAY 14 — *Rest & reset*	☐ DAY 15 — Nightstands
☐ DAY 16 — Under the bed	☐ DAY 17 — Closet: tops	☐ DAY 18 — Closet: bottoms & shoes	☐ DAY 19 — Dresser drawers	☐ DAY 20 — Bags & accessories
☐ DAY 21 — *Rest & reset*	☐ DAY 22 — Living room surfaces	☐ DAY 23 — Books & media	☐ DAY 24 — Cables & chargers	☐ DAY 25 — Desk surface
☐ DAY 26 — Digital: desktop & downloads	☐ DAY 27 — Laundry area	☐ DAY 28 — *Rest & reset*	☐ DAY 29 — Drop off donations	☐ DAY 30 — Walk-through & celebrate

Missed a day? Skip it and keep going. The plan works because it's small, not because it's perfect.

01 THE LANDING ZONE
Entryway

45 min

Everything that comes into your home passes through here. A clear drop zone stops clutter from spreading to every other room.

> **15-MINUTE QUICK WIN**
> Clear the floor. Move every shoe that isn't worn this week to a closet.

EDIT

- [ ] Remove off-season coats, hats and boots
- [ ] Return items that belong in other rooms
- [ ] Recycle old flyers, receipts and junk mail

ORGANIZE

- [ ] One hook per person for the bag or coat they use daily
- [ ] Shoe rack or boot tray sized for daily pairs only
- [ ] A key bowl or wall hook right by the door
- [ ] An outbox basket for returns, library books and donations

NOTES DATE DONE: _____

KEEP IT TIDY

- [ ] Shoes off and on the rack as you walk in
- [ ] Empty the outbox every weekend

WORTH BUYING

Wall hooks, a slim shoe rack, a small tray

Step-by-step guide → **itxpertpro.com/how-to-declutter-your-home-room-by-room**

02 SHARED AND LIVED-IN
Living Room

1 hour

The goal isn't a showroom. It's a room you can reset in five minutes because everything has a closed home.

> **15-MINUTE QUICK WIN**
> Collect every cup, charger and stray item into one basket and return them to their rooms.

EDIT

- [ ] Edit books, magazines and decor down to what you love
- [ ] Donate throws and cushions you never use
- [ ] Remove dead cables and remotes you no longer need

ORGANIZE

- [ ] Lidded baskets for throws, toys and games
- [ ] A storage ottoman or coffee table with a shelf
- [ ] One tray for remotes and chargers
- [ ] Cords bundled and hidden behind the TV unit

NOTES DATE DONE: _____

KEEP IT TIDY

- [ ] Five-minute pickup every evening
- [ ] Cushions and throws back in place before bed

WORTH BUYING

Lidded baskets, cable sleeves, a storage ottoman

Step-by-step guide → **itxpertpro.com/living-room-organization-storage-ideas**

03 THE HARDEST-WORKING ROOM
Kitchen

2–3 hours

Work zone by zone: counters, upper cabinets, lower cabinets, then drawers. Store things where you use them, not where they happen to fit.

15-MINUTE QUICK WIN
Clear the counter beside the stove and keep only what you use daily.

EDIT
- [ ] Remove duplicate utensils and single-use gadgets
- [ ] Match every container to a lid; recycle the rest
- [ ] Donate mugs, dishes and pans you never reach for

ORGANIZE
- [ ] Daily items within one step of where they're used
- [ ] Skillets and lids stored upright in a pan rack
- [ ] Shelf risers to double space in tall cabinets
- [ ] Drawer dividers for utensils and tools
- [ ] Two-tier pull-out organizer under the sink

NOTES DATE DONE: _____

KEEP IT TIDY
- [ ] Clear and wipe counters every night
- [ ] Run the dishwasher daily and unload in the morning

WORTH BUYING
Shelf risers, a vertical pan rack, drawer dividers

Step-by-step guide → **itxpertpro.com/small-kitchen-organization-hacks**

04 SEE IT, USE IT
Pantry

1 hour

Even a single cabinet can work like a pantry when food is grouped and visible. The payoff: less waste and no duplicate buys.

15-MINUTE QUICK WIN
Pull everything out of one shelf and toss anything expired.

EDIT
- [ ] Check every date and discard expired food
- [ ] Combine half-used bags of the same item
- [ ] Donate unopened food you won't eat

ORGANIZE
- [ ] Group: breakfast, baking, snacks, cans, grains, sauces
- [ ] Square, clear containers for the dry goods you use most
- [ ] A tiered riser so you can see every can
- [ ] A turntable for oils, vinegars and sauces
- [ ] Labels on shelves or bin fronts

NOTES DATE DONE: _____

KEEP IT TIDY
- [ ] Newest items to the back, oldest to the front
- [ ] Quick check before every grocery run

WORTH BUYING
Clear containers, a can riser, a turntable

Step-by-step guide → **itxpertpro.com/how-to-organize-a-pantry**

05 Bathroom

SMALL ROOM, BIG IMPACT

1 hour

Bathrooms are small, humid and used by everyone. Vertical storage and a strict edit do most of the work.

15-MINUTE QUICK WIN
Clear the counter down to soap and one small tray.

EDIT

- [ ] Toss expired products, old sunscreen and empty bottles
- [ ] Move medicine to a cool, dry place if you can
- [ ] Keep two towel sets per person plus one for guests

ORGANIZE

- [ ] Shelves or a cabinet above the toilet
- [ ] An organizer that fits around the under-sink pipes
- [ ] Door hooks or an over-door rack for towels
- [ ] Small bins for backstock: soap, toothpaste, refills

NOTES

DATE DONE: _____

KEEP IT TIDY

- [ ] Wipe the counter while the sink drains
- [ ] Restock toilet paper during the weekly reset

WORTH BUYING

Over-the-toilet shelf, under-sink organizer, door hooks

Step-by-step guide → **itxpertpro.com/small-bathroom-storage-ideas**

06 Laundry & Utility

ONE DIRECTION, START TO FINISH

45 min

Set up the space so laundry moves one way: dirty, washed, dried, folded, away. Nothing should need to come back.

15-MINUTE QUICK WIN
Clear the top of the washer and dryer completely.

EDIT

- [ ] Throw out empty and dried-up products
- [ ] Combine duplicate cleaning supplies
- [ ] Clear the lost-sock pile: match it or toss it

ORGANIZE

- [ ] Sorting hamper: lights, darks, towels
- [ ] A shelf or slim rolling cart for detergent
- [ ] A hanging rod or folding drying rack
- [ ] A small bin for pocket items and lost socks
- [ ] Cleaning supplies in one carry caddy

NOTES

DATE DONE: _____

KEEP IT TIDY

- [ ] One load a day beats one day of laundry
- [ ] Fold straight from the dryer

WORTH BUYING

Sorting hamper, slim rolling cart, carry caddy

Step-by-step guide → **itxpertpro.com/laundry-room-refresh-tips**

07 REST, NOT STORAGE
Bedroom

1 hour

A calm bedroom has clear surfaces and nothing that doesn't belong there. Treat it as a place to rest, not overflow storage.

15-MINUTE QUICK WIN
Clear both nightstands down to a lamp, a book and a charger.

EDIT
- [ ] Clear everything from under the bed and sort it
- [ ] Remove laundry, dishes and work items
- [ ] Donate decor and bedding you don't use

ORGANIZE
- [ ] Lidded under-bed bins for off-season items
- [ ] Drawer dividers in the nightstand
- [ ] One chair or hook for tomorrow's clothes, nothing more
- [ ] A charging spot away from the pillow

NOTES DATE DONE: _____

KEEP IT TIDY
- [ ] Make the bed every morning
- [ ] Put clothes away before bed, not on the chair

WORTH BUYING
Under-bed bins, drawer dividers

Step-by-step guide → **itxpertpro.com/bedroom-organization-tips-storage**

08 WEAR WHAT YOU OWN
Closet

2 hours

Most people wear about a fifth of what they own most of the time. Edit to what fits and what you love, then make it visible.

15-MINUTE QUICK WIN
Turn every hanger backwards. Flip each one when you wear that item. In six months, what's still backwards can go.

EDIT
- [ ] Remove anything that doesn't fit or needs repair you won't do
- [ ] Remove anything not worn in a year
- [ ] Store off-season clothes elsewhere

ORGANIZE
- [ ] Matching slim hangers to save rod space
- [ ] A double hang rod for shirts and pants
- [ ] Shelf dividers to keep folded stacks upright
- [ ] File-fold drawers so you can see everything
- [ ] Shoes on a rack or in clear boxes

NOTES DATE DONE: _____

KEEP IT TIDY
- [ ] One in, one out for clothes and shoes
- [ ] Seasonal swap twice a year

WORTH BUYING
Slim hangers, a double rod, shelf dividers

Step-by-step guide → **itxpertpro.com/closet-organization-stylist-tips**

09 CLEAR DESK, CLEAR HEAD
Home Office

1 hour

A clear desk makes it easier to start work and easier to stop. Paper and cables are the two things to control.

15-MINUTE QUICK WIN
Clear the desk surface completely, then put back only what you use daily.

EDIT
- [ ] Shred or file every loose paper
- [ ] Remove dried-out pens and old cables
- [ ] Delete the desk-drawer junk: dead batteries, old keys

ORGANIZE
- [ ] An inbox tray for papers to process
- [ ] A drawer organizer for supplies
- [ ] A cable tray under the desk
- [ ] Monitor at eye level, laptop on a stand

NOTES DATE DONE: _____

KEEP IT TIDY
- [ ] Two-minute desk reset at the end of each day
- [ ] Process the inbox tray weekly

WORTH BUYING
Under-desk cable tray, inbox tray, drawer organizer

Step-by-step guide → **itxpertpro.com/under-desk-cable-management-guide**

10 SYSTEMS THEY CAN RUN
Kids & Family

1–2 hours

Kids keep systems they can use on their own. Keep storage low, open and labeled with pictures.

15-MINUTE QUICK WIN
Bag up a third of the toys and store them out of sight to start a rotation.

EDIT
- [ ] Remove broken toys and incomplete puzzles
- [ ] Pass on outgrown clothes and toys
- [ ] Keep a few favorite artworks; photograph the rest

ORGANIZE
- [ ] Low, open bins with picture labels
- [ ] One shelf or bin for school papers
- [ ] A family command center: calendar, hooks, mail slots
- [ ] A spot for each child's backpack and shoes

NOTES DATE DONE: _____

KEEP IT TIDY
- [ ] Ten-minute tidy before dinner
- [ ] Rotate toys every two to three weeks

WORTH BUYING
Open bins, picture labels, wall hooks

Step-by-step guide → **itxpertpro.com/kids-room-toy-organization**

KEEP IT THAT WAY

Maintenance routines

Organizing is a project. Staying organized is a handful of small habits. Pin this page inside a cabinet door or on the fridge.

Daily

10–15 min

- [ ] Make the bed
- [ ] Clear and wipe kitchen counters
- [ ] Load or unload the dishwasher
- [ ] Shoes, bags and keys to their spots
- [ ] Five-minute living room pickup
- [ ] Two-minute desk reset

Weekly

30–45 min

- [ ] Empty all trash and recycling
- [ ] Wash towels and bedding
- [ ] Clear the fridge before shopping
- [ ] Process mail and paper
- [ ] Reset bathroom; restock toilet paper
- [ ] Empty the entryway outbox

Monthly

1 hour

- [ ] Edit one drawer or cabinet
- [ ] Check pantry and medicine dates
- [ ] Drop off the donation box
- [ ] Wipe out microwave and under-sink cabinets
- [ ] Review the “decide later” box

Seasonally

Half a day

- [ ] Swap and edit seasonal clothes
- [ ] Rotate kids' toys
- [ ] Clear the garage or storage area
- [ ] Replace HVAC and air purifier filters
- [ ] Test smoke and CO alarms

BEFORE YOU SHOP

Organizers worth buying

Declutter first, then buy only for the space you've measured. These eight basics solve most storage problems in most homes.

ORGANIZER	BEST FOR	CHECK BEFORE YOU BUY
Shelf risers	Tall kitchen and bathroom cabinets	Measure shelf depth and the height of what goes underneath.
Drawer dividers	Kitchen, bathroom and dresser drawers	Expandable ones adapt to any drawer.
Clear bins	Pantry, fridge, under sinks	Square bins waste less space than round ones.
Turntables	Corners, oils, cleaning sprays	Choose one with a lip so bottles don't slide off.
Over-door racks	Pantry, bathroom, laundry	Check door thickness and clearance when it closes.
Under-bed bins	Off-season clothes, bedding	Measure clearance under the bed frame first.
Slim rolling cart	Gaps beside the fridge or washer	Many fit gaps of 5–7 inches.
Cable tray	Under desks and TV units	Clamp-on models need no drilling.

My measurements

	W	D	H
	W	D	H
	W	D	H
	W	D	H
	W	D	H
	W	D	H

Keep going

Step-by-step guides, small-space storage ideas and organizer roundups for every room in your home.

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