# Declutter Workbook

**Room by room, on paper**

General information only.
Check local rules for disposal and recycling.
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# Room-by-room plan

List every space. Small = 15 minutes, medium = 45, large = 2 hours.

| Room | Space (drawer, shelf, closet) | Size (S/M/L) | Planned date | Done |
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# Sorting sheet

Ask the four questions. Then put it in a pile.

| | For each item, ask | Yes? |
|---|---|---|
| ☐ | Have I used it in the last year? | |
| ☐ | Would I buy it again today? | |
| ☐ | Is it the only one that does this job? | |
| ☐ | Is it worth the space it takes? | |

| Pile | Where it goes | By when |
|---|---|---|
| **Keep** | | |
| **Donate** | | |
| **Sell** | | |
| **Recycle** | | |
| **Toss** | | |
| **Maybe box** | | |

# Donation log

What left the house, and where it went.

| Date | Items | Where | Receipt? |
|---|---|---|---|
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# 10-minute reset

Every evening. Tick it off for two weeks.

| Task | M | T | W | T | F | S | S |
|---|---|---|---|---|---|---|---|
| **Things back where they live** | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **Kitchen counter clear** | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **Mail sorted** | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **Ready for tomorrow** | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **Dishes done** | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **What slid back this week?** | | | | | | | |
| **One fix for next week** | | | | | | | |

# Before and after

Notes to see your progress.

| Space | Before | After | What helped |
|---|---|---|---|
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