

# THE ULTIMATE KITCHEN CABINET DECLUTTERING CHECKLIST



CABINET & TOP CO. INC.

## FIND OUT

What's In There

- Clear countertops so you have room to sort items from your cabinets
- Consider marking areas of the counter, table or floor with category names for sorting purposes
- Place three bins nearby — one each for items you will purge, sell or donate
- Take notes about things that must be replaced, or things you need but don't have
- Empty everything out of your cabinets

## DETERMINE

"What Do I Do With All Of This?"

- For each item removed from a cabinet, determine whether you want to keep it
- If you're not sure, ask whether you've used the item in the last year. If not, it should probably go
- If you want to get rid of it, determine whether you want to trash it, sell it or donate it
- Place the items you're keeping in groups, based on where they are most often used in the kitchen
- Dispose of food items that are stale, look suspect, or are past their expiration date

## DECIDE

Where Everything Should Go

- Define "work zones" based on which areas of your kitchen are used for specific tasks
- Plan to store appropriate items in cabinets closest to these work zones (pots and pans closest to the stove, dishes and glasses closest to the dishwasher)
- Organize pantry shelves like the supermarket does, with rows of similar items, the oldest items in the front, and labels all facing out for easy identification

## TAKE STEPS

To Avoid The Next Declutter

- Stack items whenever possible
- Store smaller items inside of larger ones — nest bowls, pots and pans
- Store lids separately from pots or containers whenever possible
- Use shelf dividers, hanging racks and Lazy Susans, as they create more space by keeping certain items out of the way and making them easier to access

## STORE Everything Where It Needs To Go

- Keep items used most frequently on the bottom shelves of upper cabinets or the upper shelves of bottom cabinets (to minimize stretching and crouching)
- Conversely, keep items less frequently used on higher shelves within upper cabinets, and lower shelves in lower cabinets
- Store rarely used items, such as roasting pans, in the most difficult-to-reach storage areas
- In each cabinet, place the most frequently used items in front of items you use less frequently
- Create a "junk drawer" for items that defy categorization; use a divider or drawer organizer to arrange them