

LINEN CLOSET DECLUTTERING & ORGANIZING CHECKLIST

Part 1: Declutter

- Inventory closet contents by completing 1st column of Inventory Matrix
- Observe family for 1-2 weeks and complete 2nd column of Inventory Matrix
 - What items do they use most? And how many?
- Identify true closet needs by completing 3rd column of Inventory Matrix
 - Which items should stay? How many?
- Remove unnecessary items
 - Relocate to area with more storage (attic, basement, under bed storage, etc.)
 - Donate
 - Toss/ recycle

Part 2: Organize

- Plan space efficiently
 - Maximize vertical space (are you using ALL available space?)
 - Identify and capitalize on most accessible space (aka keep high-use items on eye-level shelves)
- Apply right tools
 - Install effective shelving
 - Determine best way to fold linens

NOTES

LINEN CLOSET INVENTORY MATRIX

	<i>Initial Inventory - How many?</i>	<i>Used? (Y/N) If so, how many?</i>	<i>Keep in Closet? (Y/N) If so, how many?</i>	<i>Comments</i>
Towels				
Bath sheets				
Bath towels				
Hand towels				
Washcloth/ Facecloths				
Bath rugs/Tub mat				
Linens				
King Sheets				
Queen Sheets				
Double Sheets				
Twin Sheets				
Comforters				
Mattress Pads				
Blankets				
Toiletries				
Toilet paper				
Facial tissue				
Toothpaste				
Mouthwash				
Soap				
Shampoo				
Conditioner				
Cleaning Supplies				