

A HOW-TO GUIDE

# 23 Tips to Declutter & Organize



Absolute Organizing Solutions

## Hats and Caps

Decluttering your collection of hats and caps and keeping only the ones that you truly love and complement your style.

My favorite way to sort them is by type and color.



## Kitchen Cabinets

Reclaim your kitchen's functionality and visual appeal by decluttering your cabinets while making it easier to find what you need when you are cooking.

Look at your holiday-themed items to make sure you have complete sets or that they're not broken or torn.

Have all labels of your boxes, jars and cans facing the front of your cabinet.

Check to see if you have multiples of the same items. If you have some things in excess, then it's time to let some of these go. Take them to a thrift store, or a church if they're in good condition.



## Kitchen Cabinets - Dishes

In the previous tip, I expressed this but I'd like to reiterate that I find that a lot of people have duplicates of the same cookware and dishes.

Declutter your dishes to make your dining experience more efficient.

Make it a point to declutter your dishes, ensuring you only keep the ones you use regularly, while donating or storing the extras to create a more organized and accessible kitchen.





## Kitchen Cabinets - Drinkware

We need glassware for every occasion but there does come a time when you will need to declutter your beverage station.

Choose the glasses and mugs that suit your needs. And with all of the drinkware that you don't need, donate or recycle. There's nothing better than a clutter-free and delightful coffee or tea time.



## Kitchen Cabinets - Food

Create an efficient and waste-free kitchen by focusing on getting control of your pantry and any cabinets where you store your food.

While it's important to have non-perishables to fall back on, make sure you're routinely checking your pantry for expired items or items you will no longer use (or find that family members or loved ones will never eat).

As always, sort through everything, donate non-perishables you won't use, and then arrange your food items in a systematic manner.

You can arrange similar items together. For example, put all of your cereals together, or put your soups together. Turn all cans/boxes with labels facing out so they can be read.



## Kitchen Cabinets -Seasonings

Spice up your kitchen organization by decluttering your seasonings, discarding outdated spices, and organizing the remaining ones, making it easier to find and use the flavors you love.

My favorite tip: consider using a lazy Susan to organize your spices.



## Kitchen Cabinets -Cookware

What's my favorite way to organize cookware? Put similar types of cookware such as your pots and pans, together.

Stack them in size order, or use cookware organizing tools or solutions. Check out these pot rack solutions from Wayfair as well as the [YouCopia Expandable Cookware Rack](#) from [The Container Store](#).



## Kitchen drawers - Utensils

In your kitchen, you'll find an abundance of essential utensils, from knives, spoons, and forks to other culinary tools. While these items are indispensable for both meal preparation and dining, an excess of them can lead to unnecessary clutter and reduced kitchen efficiency.

It's a good practice to periodically assess your collection of knives, spoons, and forks to identify those you no longer need or use. If you have excess utensils in good condition, consider giving them a new purpose by donating them to a thrift store or a local charity.



## Bathroom – vanity

Bathrooms don't always come with a lot of space and if you only have one bathroom in your home, you may be strapped for storage.

Maximize the space on your vanity or bathroom sink by using these simple steps.

As always we're going to start with getting rid of any items that you no longer use or are far past their expiration dates like hair products, old towels, as well as expired medicine. Dispose or donate all items you do not need but that are still in good condition.



Organize remaining items in your bathroom by grouping them together.

All of your extra toilet paper and paper towel products can go together. All oral and personal hygiene items should be grouped together and the same goes for your skincare and hair care products and tools.

Employ small organizational tools like storage bins or baskets, shower caddies, decorative trays and over the toilet shelving to give the appearance of a neat and tidy space.

Also, think of your guests when you're organizing this space. For sanitary reasons, instead of leaving a cloth towel to dry their hands, set up a guest towel tray and provide paper napkins instead.

## Bathroom – medicine cabinets

When it comes to maintaining an orderly medicine cabinet, utilizing small organizational tools can make a significant difference in creating a well-organized and appealing space. This can enhance functionality, ensuring that your healthcare essentials are organized, accessible, and efficiently managed.

Incorporate various solutions such as transparent storage bins or baskets to group your medicinal items so that it's easy for you to locate what you need.

Again, decorative trays that are strategically placed, can add an elegant touch and help prevent clutter.

If you don't have a dedicated medicine cabinet, over-the-toilet shelving units can maximize vertical space for additional storage options. This can also provide a dedicated spot for extra supplies or items that are less frequently used.



## Linen closet

When it comes to creating an organized and aesthetically pleasing linen closet, small organizational tools like transparent storage bins or baskets are key.

Utilize these bins or baskets to categorize and separate different types of linens such as your towels, dishcloths, bed sheets and curtains, making it easy to locate what you need.

Additionally, attach labels to your storage bins or baskets to clearly indicate the contents. This makes it even easier to find what you need without having to rummage through stacks of linens.



## Coat closet

Transforming your entryway into a welcoming and functional space begins with revitalizing your coat closet. Start by decluttering this often-overlooked storage area, where coats, shoes, and miscellaneous items tend to accumulate.

Consider donating coats that no longer serve you or your family, not only creating space but also offering warmth to those in need.

Invest in sturdy hangers or hooks to efficiently store coats. Add a shoe rack or storage bins at the closet's base to corral footwear, umbrellas, and other entryway essentials, preventing clutter from spilling into your living space.





## Shoes

Whether or not you store your shoes in the closet, organizing your shoe collection can significantly improve the functionality and appearance of your living space.

Review your footwear inventory and consider donating or discarding shoes that no longer fit or align with your style.

Once you've streamlined your collection, invest in shoe storage solutions that suit your needs, such as shoe racks, shelves, or clear plastic shoe boxes.

Arrange your shoes by type or frequency of use to make it easy to locate the pair you want.

Consider placing a shoe mat or tray near the entrance to prevent dirt from tracking indoors.



## Cleaning supplies

To keep your cleaning supplies easily accessible and organized, consider using bins or caddies to categorize and store your products. Label the bins to make it even easier to locate what you need quickly.

Place frequently used items within arm's reach, such as under the sink or in a designated cleaning closet or cabinet. This not only enhances the efficiency of your cleaning tasks but also ensures that you have a clean and organized space dedicated to your cleaning supplies, making it easier to maintain a fresh and inviting home environment.



## Storage room

By systematically organizing your storage room and thoughtfully categorizing items, you'll maximize your available space while ensuring easy access to your belongings.

Begin by tackling your storage room with a decluttering mindset. Sort through the contents, identifying items that are no longer needed or have outlived their purpose. Donate, recycle, or dispose of these items to free up valuable space.

Categorize items into logical groupings such as household tools, home improvement supplies, sporting goods, paperwork and documents, camping or outdoor gear, craft and hobby supplies, and household goods.

Consider using labeled containers, bins, or storage shelves to maintain order and accessibility. Clear containers or transparent bins can be especially helpful because they allow you to see the contents without having to open each one.



## Supply closet

Elevating your productivity levels begins with the organization of your supply closet and essential workspaces. Start by decluttering your supply closet, purging outdated or unused items, and making space for the essentials you use regularly.

Organize the remaining supplies with labeled bins or shelves to ensure easy retrieval when needed. Consider categorizing items based on frequency of use or by type, allowing for efficient access.



## Office – supplies

Boost your efficiency and focus in the workspace, fostering peace of mind by organizing and decluttering everywhere you hold your office supplies.

Achieving a sense of tranquility and efficiency begins with organizing and decluttering all your office supply storage areas, including those holding pens, notepads, and other essentials.



## Files

Take the time to sort through your documents, shredding or recycling unnecessary ones, while diligently organizing the important ones for swift retrieval. This process will result in a streamlined and organized filing system.



## Tax receipts

Prepare yourself for tax season and establish a well-organized approach by initiating a decluttering process for your tax receipts.

Sort and categorize them by either year or relevant categories, and ensure their secure storage.





## Pet supplies

Pamper your pets and maintain order by decluttering their supplies, discarding worn-out items, and organizing their essentials.



## Hobby area

Foster your creativity by tending to your hobby area. Kickstart the process by decluttering this space and parting with items you no longer require.

Next, meticulously organize your hobby supplies, creating a well-structured and clutter-free environment where inspiration can thrive.

This environment not only enhances your creative pursuits but also provides a sense of order and productivity to your hobby space.



## Books

Create a warm and inviting reading nook by dedicating some time to curate your bookshelf. Begin by decluttering it, parting with books you no longer intend to read.

Then, meticulously organize the remaining books, ensuring your bookshelf exudes a clutter-free and cozy atmosphere, perfect for indulging in your favorite reads.



## Email

Tame the paper trail by opening your mail, shredding unnecessary documents, and setting up an efficient system to manage incoming mail for an organized home.

