

21 DAYS TO A MORE ORGANIZED HOME

ORGANIZING KITCHEN COUNTERS

- ☐ Take off everything that does not belong in the kitchen (put it where it belongs).
- ☐ Declutter the counter. Follow this guide:
 - Keep:**
 - Items used daily/frequently
 - Items in good working condition
 - Your favorites
 - Donate:**
 - Items that work, but you no longer use; you no longer like
 - Trash:**
 - Anything that is broken
 - Do not keep items only because:**
 - Obligation due to gift or price
- ☐ Find a new home for appliances.
- ☐ Arrange remaining items so they are within easy reach and accessible (but still not taking up working space).
- ☐ Create storage as needed (baskets for mail, shelves for books, etc).
- ☐ Get rid of items you are donating (so they don't creep back inside).