

WEEK 1 - THE KITCHEN

The HOME Organization Challenge

WEEK #1 CHECKLIST:

- ☐ Clean out and organize all cabinets.
- ☐ Clean out and organize all drawers.
- ☐ Purge everything that is not used, expired, doesn't belong, collecting dust.
- ☐ Clean out & organize fridge & freezer.
- ☐ Mop, wipe down cabinet doors, clean counter tops & tables.
- ☐ Take everything off the refrigerator door. It makes the kitchen look messy.
- ☐ Clean all appliances.

THE PROCESS:

- ☐ Clear off the kitchen table. This is your dumping grounds.
- ☐ Empty out all cabinets & drawers! Place ALL items into "categories" on the table.
- ☐ Wipe down the cabinet doors, shelves and drawers. Add new liners if necessary.
- ☐ Discard (trash) old, expired, and no longer used items & food. Check the dates.
- ☐ Place all items that are able to fit, into baskets.
- ☐ Place everything back into the cabinets & drawers (in categories).
- ☐ Take everything off the kitchen counters and place onto the table.
- ☐ Wipe down the counters & backsplash with a good natural cleaner.
- ☐ Wipe down ALL small appliances & large ones too!
- ☐ Put back items you use on a daily basis, onto the counter top.
- ☐ Mop the floors and wipe down the table & chairs.
- ☐ Empty fridge/freezer. Wipe out. Put back in an organized manner.
- ☐ Clean and organize under the kitchen sink.

Tip: Keep all clutter off the counters at all times. If you take it out, put it away!

Shopping List:

To Do:

WEEK 2 - THE PANTRY

The HOME Organization Challenge

CHECKLIST:

- ☐ **PLAN** – Before starting, collect boxes, bins & food containers to organize your food. If you do not have any, simply organize your food into “categories”.
- ☐ **SET UP** – Line up your empty containers onto the kitchen table. If you're not using them, you can still separate your food into ‘categories’ on the table.
- ☐ **PURGE & ORGANIZE** – Take everything out of your pantry. Check the expiration dates and throw out expired or no longer used items. Place “like” items in the containers, on the table. Organizing your food into categories will help keep your pantry more organized. (Categories to consider: School, Breakfast, Pasta, Baking, Sauce, Bread, Snacks, Sides, etc.) You can also empty food bags & boxes into OXO containers or mason jars for a more uniform look. If the unused food isn't expired, you can donate it to a local food pantry.
- ☐ **CLEAN** – Once you're finished organizing everything into categories, wipe out the pantry, then sweep & mop the floor. You want it all nice & clean before you put everything away.
- ☐ **PUT AWAY** – Place all of your neatly organized bins, boxes, and containers back into your pantry.
- ☐ **LABEL** – Label each container using a labeler or hang a tag on the baskets.

Shopping List:

To Do:

WEEK 3 - DINING ROOM

The HOME Organization Challenge

CHECKLIST:

PREPARE Gather 4 bins

- ☐ Keep
- ☐ Donate
- ☐ Trash/Recycle
- ☐ Other Room

SORT

- ☐ Go through everything on the table, buffet, drawers & shelves, dividing into 4 categories. Purge as much clutter as you can. Place the bins in another room until you are ready to re-organize.

CLEAN

- ☐ Once you have gone through everything, the room should be empty (besides the furniture). Give it a good cleaning! Scrub the floors, table, chairs, baseboards, buffet, mirrors, windows, etc. Clean it all!

ORGANIZE

- ☐ It's time to go through everything in the "keep" category. Put the other boxes where they belong. When organizing, go through one item at a time - placing into categories (in drawers, baskets, shelves, etc). Below are some examples of categories you can use to store things in a buffet or hutch.

- ☐ Disposable dishes (plates, cups, napkins, cutlery)
- ☐ Napkin related items (cloth napkins & napkin rings)
- ☐ Place mats
- ☐ Table Cloths
- ☐ Beverage drawer
- ☐ Seasonal linens & placemats

Shopping List:

To Do:

WEEK 4 - LAUNCH PADS

The HOME Organization Challenge

CHECKLIST:

PREPARE: Gather 6 bins,

- ☐ Keep
- ☐ Donate/Sell
- ☐ Trash/Recycle
- ☐ Other Room
- ☐ Shoes
- ☐ Accessories

SORT

- ☐ Sort through everything in the space. Empty it completely as you go. Divide everything into the 6 bins listed above (or more if needed). Purge the items you no longer want, use, love or need. Get rid of as much clutter as you can.

CLEAN

- ☐ Vacuum or mop the floor
- ☐ Wash Rugs
- ☐ Wipe down door, baseboards, doorknobs and switch plates
- ☐ Wipe down shelving
- ☐ Dust lights

ORGANIZE

- ☐ It's time to go through everything in the bins. Put the "other room" items where they belong. Toss the trash in the trash can outside. Place donations in your car and "to sell" items in the garage. When organizing things in the bins, remove one item at a time, categorizing as you go. Here are some items you could store in your launch pad area.

- | | |
|--|--|
| <input type="checkbox"/> Shoes | <input type="checkbox"/> Jackets/Coats |
| <input type="checkbox"/> Backpacks/Purses | <input type="checkbox"/> Cold Weather Accessories |
| <input type="checkbox"/> Keys | <input type="checkbox"/> Dog walking items |
| <input type="checkbox"/> Reusable Grocery Bags | <input type="checkbox"/> Mail |
| <input type="checkbox"/> Umbrellas | <input type="checkbox"/> Chore Charts |
| <input type="checkbox"/> Calendars | <input type="checkbox"/> Electronic charging cords |

Shopping List:

To Do:

WEEK 5 - THE LIVING ROOM

The HOME Organization Challenge

CHECKLIST:

PREPARE Gather 4 bins or boxes,

- ☐ Keep
- ☐ Donate
- ☐ Trash/Recycle
- ☐ Other Room

SORT

- ☐ Sort through everything on all shelves, the floor, drawers, tables, etc. Divide it all into the 4 baskets listed above (or more if needed). If you are able to, place the 4 boxes in another room (close to the living room), so you have an empty space to clean and organize. Get rid of as much clutter as you can.

CLEAN

- ☐ Clean the windows, blinds, frames & mirrors
- ☐ Wipe down doors, baseboards, doorknobs and switch plates
- ☐ Wipe down furniture (dust)
- ☐ Remove couch cushions and vacuum
- ☐ Pull the couch away from the wall and vacuum under/behind
- ☐ Vacuum/mop floors
- ☐ Clean ceiling fan & lighting
- ☐ Fluff throw pillows & wash if needed

ORGANIZE

- ☐ It's time to go through everything in the "keep" box. Put the other boxes where they belong. When organizing things in the keep box, remove one item at a time, categorizing it. Below are some examples of what to organize together in the living room. You can use a different shelf, basket, or drawer for each category. Keep similar items together.
- ☐ DVD's & CD's
- ☐ Aromatherapy: Candles, wax melts, essential oils, etc.
- ☐ Throw Blankets
- ☐ Remote controls
- ☐ Magazines
- ☐ Toys (I don't keep toys in the living room)
- ☐ Books

Shopping List:

To Do:

WEEK 6 - THE MASTER BEDROOM

The HOME Organization Challenge

CHECKLIST:

- ☐ **PREPARE** - Find 5 laundry baskets/boxes & label with a piece of paper
 - Keep – Everything that stays in the room.
 - Trash – Things that need tossed in the trash (or recycle).
 - Donate – Everything that you are donating or giving to someone else.
 - Clothes – ALL clothes that stay in the room.
 - Other – Everything that goes to another room in the house.
- ☐ **SORT** - Concentrating on 1 hot spot at a time, empty the space completely.
- ☐ • Under the bed – Pull everything out & sort into the baskets.
- ☐ • Dresser drawers – Pull out all of the clothes & empty onto the bed. Go through each piece of clothing. Does it fit? Do you still wear it? If not, donate it! Fold and place the clothes back into the drawers.
- ☐ • Night Stands – Empty out the drawers and the top. Clean it off, wipe it down, and only put back the necessities back!
- ☐ • Dresser top – Clean it off, going through each item that's on there. Sort though using the "basket system". Wipe down and put back only necessary items. This is a clutter hot spot. This is the first area people notice when walking into the bedroom! Try to keep it clear of the clutter.
- ☐ • All other hot spots in the room – Using the "basket system" go through what's left of the room.
- ☐ **CLEAN** -
 - ☐ • Windows/blinds & mirrors
 - ☐ • Wipe down doors, baseboards, doorknobs and switch plates
 - ☐ • Dust Dressers & nightstands
 - ☐ • Vacuum
 - ☐ • Wash Bed Linens, curtains, bedskirt
 - ☐ • Vacuum mattress/flip mattress
 - ☐ • Wash pillows, sheets & comforters
 - ☐ • Clean ceiling fan & lighting
- ☐ **ORGANIZE** - Once the room is clean, you are ready to organize. Use baskets and bins to place "like" items together.

Shopping List:

To Do:

WEEK 7 - MASTER CLOSET

The HOME Organization Challenge

CHECKLIST:

PREPARE: Gather 8 bins or boxes,

- ☐ Keep: Current Season
- ☐ Keep: Out of season
- ☐ Donate
- ☐ Sell
- ☐ Trash/Recycle
- ☐ Other Room
- ☐ Shoes
- ☐ Accessories

SORT

- ☐ Sort through everything in the closet. Empty it completely as you go. Divide everything into the 8 bins listed above (or more if needed). Purge the items you no longer want, wear or need. Get rid of as much clutter as you can.

CLEAN

- ☐ Vacuum or mop the floor
- ☐ Wipe down door, baseboards, doorknobs and switch plates
- ☐ Wipe down shelving
- ☐ Dust lights

ORGANIZE

- ☐ It's time to organize the bins. Put the "other room" items where they belong. Toss the trash in the trash can outside. Place donations in your car and "to sell" items in the garage. When organizing things in the bins, remove one item at a time, categorizing as you go. Hang like items together and place out of season items in a rubbermaid tote. Label the box "Jane: Out of season" and place up high on the closet shelf.
- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Short Sleeve | <input type="checkbox"/> Skirts |
| <input type="checkbox"/> Long Sleeve | <input type="checkbox"/> Shorts |
| <input type="checkbox"/> Sweaters (best if folded) | <input type="checkbox"/> Purses/Bags |
| <input type="checkbox"/> Pants/Jean | <input type="checkbox"/> Belts |
| <input type="checkbox"/> Dresses | <input type="checkbox"/> Shoes |

Shopping List:

To Do:

WEEK 8 - KIDS CLOSETS

The
HOME Organization
..... Challenge

CHECKLIST:

PREPARE Designate 6 piles.

- ☐ Keep
- ☐ Donate
- ☐ Trash/Recycle
- ☐ Other Room
- ☐ Garage Sale
- ☐ Too Big

SORT

- ☐ Empty all of the shelves, baskets and drawers, dividing everything into the 6 piles listed above (or more if needed). Sort through everything, only keeping what your child wears now or will wear soon. Place clothes that do not fit yet into a plastic tote and place up high in the closet so your child will not sort through it.

CLEAN

- ☐ Once the closet is completely empty, wipe down the shelves, door, molding, etc.
- ☐ Sweep & Mop the Floor

ORGANIZE

- ☐ Use baskets & bins to organize things that do not need to hang.
- ☐ Use shoe organizers to keep shoes looking neat and in good shape.
- ☐ Color coordinate hanging clothes, for a clean & organized look.
- ☐ Separate by type of clothing (Short/long sleeve, sweaters, jackets, etc.)

If you're going to use bins to organize the space, label them according to your child's needs.

- ☐ Summer - Short Sleeve, Shorts, Swim wear, Dresses/Skirts
- ☐ Winter - Long Sleeve, Sweaters, Pants, Dresses, Coats
- ☐ Bags
- ☐ Shoes
- ☐ Pajamas
- ☐ Accessories
- ☐ Too Big
- ☐ Keepsakes

Shopping List:

To Do:

WEEK 9 - LINEN CLOSET

The HOME Organization Challenge

CHECKLIST:

PREPARE Designate 4 piles.

- ☐ Keep
- ☐ Donate
- ☐ Trash/Recycle
- ☐ Other Room

SORT

- ☐ Empty all of the shelves, dividing everything into the 4 piles listed above (or more if needed). Toss the trash and put the donations in a trash bag and place in your car (so you can donate right away).

CLEAN

- ☐ Wipe down the shelves, door, molding, etc.
- ☐ Sweep & Mop the Floor

ORGANIZE

- ☐ It's time to organize everything in the "keep" pile. When organizing, remove one item at a time, categorizing it. Below are some examples of categories you can use in your linen closet. Keep similar items together.

- ☐ Twin, Full, Queen, King Sheets
- ☐ Winter Bedding
- ☐ Throw Blankets
- ☐ Quilts
- ☐ Extra Pillows/Pillowcases
- ☐ Curtains

Shopping List:

To Do:

WEEK 10 - BATHROOMS

The HOME Organization Challenge

CHECKLIST:

PREPARE Gather 4 laundry baskets,

- ☐ Keep
- ☐ Donate (toiletries that you no longer want/use)
- ☐ Trash/Recycle
- ☐ Other Room

SORT

- ☐ Sort through everything in the drawers, closets, cabinets and countertops. Don't forget to purge empty bottles in the shower. Place everything in 1 of the 4 baskets listed above. Recycle empty bottles, toss the trash, and donate any toiletries that you no longer use (to family or friends). Also remove anything that doesn't belong in the bathroom.

CLEAN

- ☐ Clean the windows, blinds & mirrors
- ☐ Wipe down doors, baseboards, doorknobs and switch plates
- ☐ Wipe down counters & cabinets
- ☐ Dust lighting
- ☐ Wash rugs & shower curtain
- ☐ Sweep/mop floors
- ☐ Clean shower, bathtub & toilet
- ☐ Clean out trash can
- ☐ Clean out medicine Cabinet

ORGANIZE

- ☐ It's time to go through everything in the "keep" box. Put the other items where they belong. When organizing things in the keep box, remove one item at a time, categorizing it. Below are some examples of what to organize together in the bathroom. You can use a different shelf, basket, cabinet or drawer for each category. Keep similar items together.
- ☐ Make-up
- ☐ Hair Care (Hairspray, gel, detangler, etc)
- ☐ Body Care
- ☐ Dental Care
- ☐ Extra toiletries
- ☐ Skin care (face wash, cream, etc)
- ☐ Hair accessories (brushes, curling iron, hair dryer, hair ties, etc)
- ☐ Feminine Products

Shopping List:

To Do:

WEEK 11 - THE OFFICE

The HOME Organization Challenge

CHECKLIST:

☐ **PREPARE** - Gather 6 large bins or boxes,

- ☐ Shred
- ☐ Donate
- ☐ File
- ☐ Return (to other rooms)
- ☐ Keep (Everything that stays in the office)
- ☐ Trash/recycle

☐ **SORT**

- ☐ Paperwork - Give yourself at least 2 hours to go through ALL of your paperwork. Each piece of paper will be placed in one of the following bins (shred, file, trash). You are not organizing at this time - Just sorting.
- ☐ Everything Else - Go through the remaining items in your office. Place everything into one of the 6 bins (listed above).

☐ **CLEAN**

- ☐ Clean the windows, blinds, frames & mirrors
- ☐ Wipe down doors, baseboards, doorknobs and switch plates
- ☐ Wipe down desk & shelves
- ☐ Clean out trash can
- ☐ Wipe down office chair
- ☐ Vacuum
- ☐ Clean ceiling fan & lighting
- ☐ Clean the keyboard, mousepad & computer screen (according to instructions)

☐ **ORGANIZE**

- ☐ Filing System - Now it's time to organize all of your paperwork into a filing system. The categories I use are listed here. At least 50% of the paper you have now should be tossed. You can also go paperless at this time. (Log into your accounts and chose this option).
- ☐ Mail Station - Create a designated mail station. You will need one to get control of the incoming paper clutter.
- ☐ Books & Magazines - Organize books & magazines in an orderly fashion.
- ☐ Everything Else - Create categories for everything else in your office, then
- ☐ Label & organize into containers, drawers & baskets. se baskets and bins to place "like" items together.

Shopping List:

To Do:

WEEK 12 - PLAYROOM/TOYS

The HOME Organization Challenge

CHECKLIST:

PREPARE Gather 4 bins,

- ☐ Keep
- ☐ Donate
- ☐ Trash/Recycle
- ☐ Other Room

SORT

- ☐ Go through everything on the shelves, baskets, floors and drawers, dividing into 4 categories. Purge as much clutter as you can. If your kids haven't played with something in a while or they've grown out it, let it go. Also if a certain game or toy is a major source of clutter, purge it!

CLEAN

- ☐ Wipe down toy shelves
- ☐ Clean inside & outside of toy bins
- ☐ Clean toys
- ☐ Wash stuffed animals on gentle cycle (check care tag)

ORGANIZE

- ☐ It's time to go through everything in the "keep" category. Put the other boxes where they belong. When organizing, remove one item at a time – categorizing it. You can use a different shelf, basket, or drawer for each category. The goal is to categorize! Below are some examples of toy categories. Label each box with a different category and organize your toys.

Shopping List:

To Do:

WEEK 13 - THE LAUNDRY ROOM

The HOME Organization Challenge

CHECKLIST:

- ☐ Empty out the ENTIRE laundry room. Everything but the washer and dryer must go.
- ☐ Purge anything that doesn't belong. Toss empty detergent bottles, trash, donate unwanted or un-needed items and put things away.
- ☐ Pull out the washer/dryer and vacuum behind it.
- ☐ Clean out the dryer vent.
- ☐ Wipe down the outside of the washer and dryer.
- ☐ Clean out the washer. Pour 1 cup of bleach into the drum, then run a full wash cycle on the hottest setting (empty).
- ☐ Wipe down all shelving, walls, baseboards, doors, switch plates & dust the light.
- ☐ Organize your laundry supplies using bins, baskets, etc. Keep in mind, if you haven't used it in the last 12 months, purge it. Don't put it back in the laundry room.
- ☐ Label each container.
- ☐ Wash, dry, fold & put away all laundry. Finish every load!
- ☐ Put together a cleaning caddy. Place all necessary household cleaners in this.
- ☐ Finally, you can decorate your laundry room to make it more inviting.

Shopping List:

To Do:

WEEK 14 - THE GARAGE

The HOME Organization Challenge

CHECKLIST:

PREPARE:

- ☐ Call your local charity organization ahead of time, to schedule an appointment for them to come and pick up your donations.
- ☐ Gather several bins, boxes & trash bags.
- ☐ Label boxes to sort items: keep, donate, trash, house. Place the boxes outside of the garage.

SORT

- ☐ Sort through everything in the garage. Empty it out completely (weather permitting), going through one item at a time and placing in the designated box or bin (keep, donate, trash, house).

CLEAN

- ☐ Once you've sorted through everything, the garage should be empty. At this point you can sweep, blow (leaf blower), or hose down the floor. This is an important step! You don't want to organize a dirty garage. If you have a problem with spiders or ants, you can spray the perimeter of your garage with insecticide. I'm not crazy about using insecticide, but living in the south, it's a MUST every 3 months.

ORGANIZE

- ☐ Once you've sorted through everything and cleaned, it's time to set up a system of organization in the garage. Label plastic totes to contain items that will remain in the garage (the keep piles: Sports, garden, tools, car maintenance, painting, pets, light bulbs, grilling, beach/pool, etc).
- ☐ Place the organized bins & boxes back into your garage.
- ☐ Hang things on wall hooks. Try to keep everything off the ground. Spiders like to hide behind stuff on the ground & so does dust!

Shopping List:

To Do:

The 2019

HOME Organization Challenge

THE 2019 SCHEDULE

- ☐ Week 1 (1/5/19) – Kitchen
- ☐ Week 2 (1/12/19) – Pantry
- ☐ Week 3 (1/19/19) – Dining Room
- ☐ Week 4 (1/26/19) – Launch Pad
- ☐ Week 5 (2/2/19) – Living Room
- ☐ Week 6 (2/9/19) – Master Bedroom
- ☐ Week 7 (2/16/19) – Master Closet
- ☐ Week 8 (2/23/19) – Kids Closets
- ☐ Week 9 (3/2/19) – Linen Closet
- ☐ Week 10 (3/9/19) Bathrooms
- ☐ Week 11 (3/16/19) – Office
- ☐ Week 12 (3/23/19) – Playroom/Toys
- ☐ Week 13 (3/30/19) – Laundry Room
- ☐ Week 14 (4/6/19) – The Garage

PREPARATION CHECKLIST

Before the challenge:

- ☐ Prepare freezer meals
- ☐ Schedule a babysitter
- ☐ Schedule donation pick-up
- ☐ Print out the challenge kit
- ☐ Choose an accountability partner
- ☐ Join the challenge FB group
- ☐ Subscribe to ABFOL emails
- ☐ Get the companion guide

(The Complete Book of Home Organization)

Gather:

- ☐ Trash Bags
- ☐ Boxes
- ☐ Bins & Baskets
- ☐ Drawer Organizers
- ☐ Labeler