

Backpack Reset Checklist

KickOutClutter.com — Print and check off as you go.

A quick weekly routine to clear papers, restock supplies, and stage an easy morning launch. 10–15 minutes per kid.

Supplies

- Trash/recycle bin, small shredder (optional)
- Zip bags/pencil pouch, sticky notes, labels/marker
- Basic school supplies: pencils, erasers, pens, glue stick
- Spare mask/hand wipes, mini sanitizer, tissues
- Snack stash, lunch supplies, water bottle

Quick Rules

- Empty everything on a flat surface—every pocket, every folder.
- Decide once: Action (sign/return), File (keep), Recycle/Trash.
- Restock the pencil pouch; replace worn notebooks as needed.
- Stage tomorrow's outfit, lunch kit, and water bottle overnight.
- Keep a small 'Lost & Found' bag for random classroom items.

1) Empty & Sort (5 min)

- Dump contents; check every pocket and zipper.
- Sort papers: Action/Return, File (binder), Recycle/Trash.

2) Papers & Forms (3–5 min)

- Sign permission slips; snap a photo for your records.
- Date-stamp forms; place 'Return' items in front pocket.

3) Supplies Check (2–3 min)

- Sharpen pencils; replace erasers/pens; refill glue stick.
- Restock index cards, highlighter, sticky notes if needed.

4) Planner & Calendar (2–3 min)

- Enter tests, due dates, and events to family calendar.
- Set reminders/alarms for big projects or early dismissals.

5) Lunch & Snack Prep (5 min)

- Wash lunchbox; prep shelf-stable snacks in a grab bin.
- Freeze water bottle overnight or chill in fridge.

6) Tech & Chargers (2–3 min)

- Charge tablet/laptop; pack charger and headphones.
- Update any required school apps if prompted.

7) Clothing & Weather Check (2–3 min)

- Stage tomorrow's outfit, socks, and shoes by the door.
- Check forecast; add jacket, hat, or umbrella if needed.

8) Hygiene & Health (2–3 min)

- Refill tissues, wipes, sanitizer; add spare mask if used.
- Check any meds paperwork or nurse notes as required.

9) Lost & Found / Gear (2–3 min)

- Collect stray items (library book, art supplies) into a small bag.
- Label anything new with name/grade/phone or email.

10) Morning Launchpad (2–3 min)

- Place packed backpack, lunch, water, and shoes at the launch spot.
- Set alarm; quick family huddle for tomorrow's plan.