

Kitchen Declutter Checklist

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

Supplies

- Timer (set 15-minute sprints)
- 3 bins: Keep, Donate/Sell, Trash/Recycling
- Microfiber cloth + all-purpose cleaner
- Labels/marker for bins
- Box for items that belong in other rooms

Quick Rules

- Work left → right, top → bottom.
- Clear counters first to build momentum.
- If you haven't used it in 12 months, consider letting it go.
- Duplicates? Keep the best one, donate the rest.
- One in, one out going forward.

1) Counters (10–15 min)

- Remove everything to a table; wipe counters.
- Put back only daily-use items (coffee maker, toaster).
- Create a small 'landing tray' for keys/mail if needed.
- Move appliances used <1x/week into a cabinet or donate.

2) Sink & Dishwasher (10 min)

- Unload/clear dishes; run a quick cycle if needed.
- Decant dish soap; toss worn sponges and cloths.
- Install a sink caddy to keep scrubbers contained.

3) Drawers (20–30 min)

- Empty one drawer at a time; wipe and reline if needed.
- Keep only one full set of measuring tools and utensils.
- Group like with like (use dividers).

4) Upper Cabinets (20–30 min)

- Pull out mugs, glasses, and plates; count realistic needs.
- Donate excess mugs/water bottles; keep a family set + 2 guests.
- Place daily items at eye level; occasional items up high.

5) Lower Cabinets (20–30 min)

- Edit pots/pans/lids; keep best condition sets only.
- Nest where possible; use a file rack for lids/baking sheets.
- Rehome single-use gadgets you never grab.

6) Fridge & Freezer (20–30 min)

- Toss expired/old items; wipe shelves and bins.
- Group by zone: dairy, produce, proteins, condiments, leftovers.
- Label a 'Use First' bin; keep a simple snack zone.

7) Pantry (25–35 min)

- Purge stale/duplicate items; decant staples if you prefer.
- Create zones: breakfast, baking, dinner base, snacks, cans.
- Add date labels; place oldest in front (FIFO).

8) Surfaces & Floors (10–15 min)

- Quick wipe of appliances (fronts/handles).
- Spot clean backsplash; sweep and mop floor.
- Take out trash/recycling; return bins where they belong.

9) Donate/Sell Staging (5–10 min)

- Box donations; place near door or in car now.
- Snap photos of sell items; list later with a 7-day deadline.

10) Reset & Maintenance (5 min)

- Set a weekly 15-minute 'Kitchen Reset' reminder.
- Adopt the 'clear sink at night' habit.