



# ORGANIZING CHECKLIST

## LIVING AREA

- Declutter visible surfaces
- Invest in furniture that also serves as storage
- Clear out old magazines, candles, clutter

## KITCHEN

- Put essentials front and center
- Place frequently used items on easily accessible shelves
- Declutter utensil drawers
- Get rid of unwanted foods in the pantry

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*For every minute spent organizing, an hour is earned.*

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## BEDROOM & CLOSET

- Utilize under-bed storage
- Tidy up dresser drawers
- Declutter and organize closet
- Use back of doors for extra storage if needed

## OFFICE SPACES

- Throw away obsolete paperwork
- Color-code your filing system
- Organize items in cubbies

## TECH DEVICES

- Clear out email inboxes
- Unsubscribe from frequent emails
- Delete unused applications
- Sort through photos



Call the R&S cleaning experts at:

970.945.7591