

# Get Organized in 30 Days

Print and post this checklist on your refrigerator door. Each day this month, focus on decluttering one area of your home or life and **visit [PGeveryday.com](http://PGeveryday.com) for more inspiration.**

- DAY 01 Paperwork.** Get rid of junk mail and create a centralized filing system instead.
- DAY 02 Front Entryway.** Create a place for keys, bags and umbrellas with hooks, trays or a basket.
- DAY 03 Coat Closet or Mudroom.** Put out-of-season items in storage and donate anything you don't use. Place footwear on racks or in bins.
- DAY 04 Purse.** Toss unused items. Use a pouch that can be transferred from purse to purse for makeup.
- DAY 05 Cleaning Supplies.** Make a cleaning basket that goes easily from room to room.
- DAY 06 Under the Kitchen Sink.** Sort cleaning items into bins to make them more accessible.
- DAY 07 Fridge.** Remove all items from the fridge. Wipe everything down and group like items together.
- DAY 08 Freezer.** Remove all items and place in a cooler. Use small bins to hold like items and stack them.
- DAY 09 Pantry.** Eliminate as much packaging as possible. Store items in airtight, stackable containers.
- DAY 10 Kitchen Cabinets.** Ensure containers have matching lids. Toss unnecessary kitchen gadgets.
- DAY 11 Dining Area.** Create storage solutions for all items that frequently clutter the table.
- DAY 12 Entertainment Area.** Make sure all electronics are in proper cases. Wrap cords to avoid tangles.
- DAY 13 Junk Drawer.** Get rid of unused items. Use containers or dividers to store like items together.
- DAY 14 Desk.** File away any paperwork and streamline your workspace.
- DAY 15 Bathroom Cabinets.** Store like items in baskets. Use hanging storage on the inside of cabinets to save space.
- DAY 16 Medicine Cabinet.** Keep the medicine cabinet reserved for toiletries used on a daily basis.
- DAY 17 Linen Closet.** Store linens in order of importance. Assign one shelf to each room and store sheets in pillowcases to keep them together.
- DAY 18 Makeup.** Clean out your makeup bag, individual compacts and brushes. Toss unused items.
- DAY 19 Jewelry.** Hang necklaces on hooks to avoid tangling. Sort earrings, rings and bracelets.
- DAY 20 Bedroom Closet.** Remove all articles from closet. Only put back items you still wear or use. Sort by color and type.
- DAY 21 Sock Drawer.** Use plastic dividers to sort and organize.
- DAY 22 Nightstand.** Clear off tabletop and keep what's needed before bed or during the night.
- DAY 23 Toys.** Use bins and baskets to keep toys together. Use labels so kids know where everything is (use pictures if they're young).
- DAY 24 Craft Space.** Round up supplies and put them away.
- DAY 25 Laundry Room.** Keep a jar handy for loose items from pockets and a basket for unpaired socks.
- DAY 26 Manuals and Warranties.** Keep these stored together in one basket or folder. Check for digital copies.
- DAY 27 Basement.** Use large storage totes and store seasonal items together. Use labels often.
- DAY 28 Magazines and Books.** Toss outdated issues. Take pictures of specific pages and store them digitally.
- DAY 29 Garage.** Mount pegboards to hang tools & gardening supplies. Store sporting goods in large plastic tubs.
- DAY 30 Car.** Keep a folder in the glove box to store important papers. Have bags in the consoles to collect trash.