

Decluttering Checklist

Get the decision written down and dated, which is where decluttering actually fails — not in the sorting but in the pile that migrates to the garage.

One room at a time, with a decision recorded against each thing rather than a pile that migrates.

DECIDE, THEN DATE THE LEAVING

Decluttering fails at the deciding, not the sorting. Writing the decision and the date it has to leave by is what stops the 'maybe' pile moving to the garage and staying there.

HOW TO USE THIS SHEET

- 1 Do one room, or one cupboard, per sheet. Whole-house plans do not survive.
- 2 Write the decision down before you move the item.
- 3 Give anything leaving a date, and put it in the diary.
- 4 Record where things are going — charity, sale, tip, relative.
- 5 Anything you cannot decide on: box it, date the box, and open it in a year.

Room or area	Date started	Finished	Doing it
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What it is	Decision	Where it goes	Out by	Value, if selling	Gone on	Notes
	keep / sell / go					

Boxed and dated for review in a year

Review date