FREE PRINTABLE · SMALL KITCHEN SIZED

Kitchen *Decluttering* Checklist

EIGHT ZONES · ABOUT 90 MINUTES · KEEP COUNTS

Decluttering is deciding what stays. Organizing comes after. Work the zones in this order, one timer each, and the counters you cleared first stay clear while you sort everything else.

HOW TO USE THIS CHECKLIST

01
Three bags
Set out a donate box, a recycle bag and a trash bag before you open a single cabinet. Nothing goes back on the counter.

02
One timer per zone
Each zone lists its minutes. When the timer rings, tick the box and move on, even if a drawer is not finished.

03
Use the keep counts
Page 3 has a starting number for plates, mugs, pans and containers for one or two people. Keep the best ones up to that number.

THE EIGHT ZONES, IN ORDER

1
Counters
10 MIN

2
Fridge and freezer
15 MIN

3
Pantry and spices
15 MIN

4
Food containers
10 MIN

5
Dishes, mugs, glasses
10 MIN

6
Pots, pans, bakeware
10 MIN

7
Utensil and junk drawers
10 MIN

8
Under the sink
10 MIN

About 90 minutes in one go, or two zones a night for four nights.

ZONE BY ZONE

The kitchen *declutter* checklist

One timer per zone, in this order. Every item leaves in one of the three bags or goes back to a home that makes sense.

1. Counters — 10 MIN

- [ ] Clear everything off and wipe down
- [ ] Put back only what you use every day
- [ ] Appliances used weekly or less go in a cabinet
- [ ] Mail, keys and papers leave the kitchen

Done when only daily items stand on the counter.

2. Fridge and freezer — 15 MIN

- [ ] Check every date; when in doubt, throw it out
- [ ] Toss sauces and condiments past their date
- [ ] Freezer: toss anything frosted over or unlabeled
- [ ] Wipe each shelf as it empties

Done when every item is one you will eat.

3. Pantry and spices — 15 MIN

- [ ] Toss expired food and stale open bags
- [ ] Combine duplicate open packages
- [ ] Spices: sniff test; no smell, no use
- [ ] Unopened food in date goes to a food bank

Done when you can see every item.

4. Food containers — 10 MIN

- [ ] Match every container to a lid
- [ ] Recycle lids with no base and bases with no lid
- [ ] Toss cracked, warped or stained ones
- [ ] Keep up to your count (page 3)

Done when every container has a lid.

5. Dishes, mugs, glasses — 10 MIN

- [ ] Pull chipped or cracked pieces
- [ ] Keep your favorite mugs up to your count
- [ ] Donate extra glasses and souvenir cups
- [ ] Move party pieces up high or out

Done when the everyday shelf has room to spare.

6. Pots, pans, bakeware — 10 MIN

- [ ] Toss scratched nonstick and warped pans
- [ ] Keep one of each size you actually use
- [ ] Donate duplicates and single-use bakeware
- [ ] Store lids upright in one place

Done when nothing falls out when you open the door.

7. Utensil and junk drawers — 10 MIN

- [ ] Empty the drawer onto a towel
- [ ] Keep one of each tool you use; donate doubles
- [ ] Single-use gadgets used under once a year go
- [ ] Toss dead batteries, old menus, broken twist ties

Done when the drawer shuts with one push.

8. Under the sink — 10 MIN

- [ ] Pull everything out
- [ ] Combine half-empty bottles of the same cleaner
- [ ] Toss crusty sponges and dried-out products
- [ ] Keep a tray to catch drips; note any leak for the landlord

Done when you can reach the trash bags in one move.

KEEP COUNTS

How many to *keep*

A starting point for a small kitchen, not a rule. Add a few if you host often or cook in batches. Keep your best pieces up to the number; the rest go in the donate box.

ITEM	1 PERSON	2 PEOPLE	KEPT
Dinner plates	4	6	
Bowls	4	6	
Mugs	4	6	
Drinking glasses	4	8	
Frying pans	1	2	
Saucepans with lids	2	2	
Stockpot or Dutch oven	1	1	
Baking sheets	1	2	
Cutting boards	2	2	
Food containers with lids	8	12	
Dish towels	4	6	
Wooden spoons and spatulas	3	4	

WHERE IT GOES

- [ ] Donate: clean, unchipped dishes, extra pans, unused gadgets
- [ ] Food bank: unopened, in-date shelf-stable food
- [ ] Recycle: glass jars, metal tins, clean plastic (check local rules)
- [ ] Trash: expired food, broken or cracked items, worn sponges

KEEP IT CLEAR

- [ ] One in, one out for mugs, gadgets and containers
- [ ] A 5-minute counter reset every night
- [ ] Fridge check before every grocery run
- [ ] Repeat this list each season

DROP-OFF DAY

NOTES

WANT THE WHOLE APARTMENT, ONE ZONE A DAY?

The Small Apartment Decluttering Checklist at linenandlamp.com

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