

Decluttering Project Checklist Template

Turn one room, storage area, or category into a finite project. Decide where items go, finish the outgoing actions, and leave the space usable instead of creating new piles elsewhere.

PRINTABLE WORKSHEET

Space and finish line

- ☐ Room, zone, or category: _____
- ☐ Why this space needs attention: _____
- ☐ Finished and usable means: _____
- ☐ Area intentionally out of scope: _____

Decision paths

- ☐ Keep here: _____
- ☐ Relocate elsewhere: _____
- ☐ Donate or give away: _____
- ☐ Sell, recycle, or dispose: _____

Work sessions

- ☐ First small zone: _____
- ☐ Container, transport, or help needed: _____
- ☐ Outgoing action and owner: _____
- ☐ Next three actions: _____

Close the project

- ☐ Items still waiting to leave: _____
- ☐ Relocation still unfinished: _____
- ☐ Space reset or cleaned: _____
- ☐ Next session starts with: _____

This is a general project-planning worksheet, not mental-health, hoarding, accessibility, hazardous-material, estate, valuation, recycling, or waste-disposal advice.