

Your Companion to

15 Minutes a Day to a Clutter-Free Home

*The Room-by-Room Checklist, 30-Day Tracker
& Reflection Worksheet*

*"You do not have to do it all today.
You just have to take one small step today."*

by Tee Sterling

Progress matters more than perfection.

Before You Begin · A Reflection Worksheet

Take a few minutes with this before you start your first session. Knowing your own reasons makes the small steps easier to keep taking.

The space I'm starting with is...

Name the one room or area you're focusing on first.

Why this space matters to me...

What difference will it make to your day-to-day life once it's clear?

How I'd like this space to feel when I'm done...

Calm? Welcoming? Easy to keep tidy? Describe the feeling, not just the look.

What can wait until another day...

Name anything you're tempted to tackle today that isn't part of this session. Give yourself permission to leave it.

One small win I'm proud of already...

However small, write it down. Progress matters more than perfection.

The Room-by-Room Declutter Checklist

Work through these at your own pace — one 15-minute session, one Small Step at a time. Tick each item as you complete it. There's no rush and no perfect order; the only rule is to start.

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- ☐ Pantry & food cupboards — check every date, discard expired items
 - ☐ Junk drawer — empty completely, keep only genuine daily-use essentials
 - ☐ Utensils & cutlery — remove duplicates, keep the best version of each tool
 - ☐ Appliances & gadgets — donate anything unused in the past 12 months
 - ☐ Tupperware & food containers — match every lid, recycle orphaned pieces
 - ☐ Pots, pans & bakeware — keep what you genuinely use, bin damaged non-stick
 - ☐ Kitchen surfaces — clear completely, replace only daily-use items
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- ☐ Entertainment zone — clear dead cables, unused remotes, games and DVDs
 - ☐ Books — keep what you love or plan to read soon, donate the rest with gratitude
 - ☐ Magazines & papers — recycle the unread backlog, cancel subscriptions you don't read
 - ☐ Decorative items — curate to favourites only
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- ☐ Wardrobe: tops & shirts — apply the three honest questions
 - ☐ Wardrobe: trousers, skirts & dresses — apply the three honest questions
 - ☐ Wardrobe: shoes & accessories — apply the three honest questions
 - ☐ Try the Backwards Hanger Method — turn every hanger, review in 3 months
 - ☐ Bedside table — clear completely, return only true essentials
 - ☐ Under the bed — intentional, clearly labelled storage only
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- ☐ Medicine cabinet — check every expiry date, return medicines to the pharmacy
 - ☐ Beauty & skincare — apply the three-month-unused rule
 - ☐ Towels & linens — consider two per household member, plus five guest towels

The Room-by-Room Declutter Checklist (continued)

- ☐ Paper triage — sort everything into Action / File / Recycle
- ☐ Digitise what you're keeping, then shred the original
- ☐ Desk surface — clear completely
- ☐ Stationery — keep a functional working set, donate the excess

- ☐ Email inbox — unsubscribe from every unwanted email this week
- ☐ Photo library — delete blurry, duplicate, and accidental shots
- ☐ Apps & subscriptions — cancel anything unused in the past month

- ☐ Always involve the child in decisions about their own belongings
- ☐ Set up a toy rotation — swap roughly half of all toys every 3–4 weeks
- ☐ Review clothes every six months as the seasons change

- ☐ Garage, loft & spare room — work in small, clearly defined sessions
- ☐ Apply the Two-Year Rule to anything you're unsure about

The 30-Day Declutter Tracker

Follow this day-by-day plan, or use it loosely and move at whatever pace suits your life.

Tick off each day as you complete your 15-minute session.

- ☐ **Day 1** Pantry shelf: check dates, discard expired items
- ☐ **Day 2** Junk drawer: empty fully, keep only essentials
- ☐ **Day 3** Utensil drawer: remove duplicates and unused items
- ☐ **Day 4** Fridge & freezer: discard old items, wipe shelves
- ☐ **Day 5** Appliances: remove anything unused in 12 months
- ☐ **Day 6** Tupperware cupboard: match every lid
- ☐ **Day 7** Kitchen surfaces: clear completely

- ☐ **Day 8** Entertainment zone: DVDs, remotes, cables
- ☐ **Day 9** Bookshelves: sort one shelf, donate unloved titles
- ☐ **Day 10** Magazines & newspapers: recycle the backlog
- ☐ **Day 11** Decorative objects: curate to favourites
- ☐ **Day 12** Coffee table & side tables: clear surfaces
- ☐ **Day 13** Soft furnishings: assess cushions, throws, blankets
- ☐ **Day 14** Catch-up day: revisit anything needing more time

- ☐ **Day 15** Wardrobe: tops, shirts & jumpers
- ☐ **Day 16** Wardrobe: trousers, skirts & dresses
- ☐ **Day 17** Wardrobe: shoes & accessories
- ☐ **Day 18** Bedside tables: clear, return only essentials

The 30-Day Declutter Tracker (continued)

☐ **Day 19** Medicine cabinet: check every date

☐ **Day 20** Beauty & skincare: edit honestly

☐ **Day 21** Towels & bathroom linens: assess quantity

☐ **Day 22** Paper triage: Action / File / Recycle

☐ **Day 23** Desk surface: clear completely

☐ **Day 24** Stationery: keep a functional set

☐ **Day 25** Hallway: shoes, coats, bags

☐ **Day 26** Bags & handbags: empty and assess

☐ **Day 27** Digital: unsubscribe from unwanted email

☐ **Day 28** Digital: delete unused apps, review subscriptions

☐ **Day 29** Catch-up day: return to any area needing a second session

☐ **Day 30** Celebration walk-through: tour your whole home and notice every change. You did this.

Progress matters more than perfection. 15 minutes. That's all.

A companion to 15 Minutes a Day to a Clutter-Free Home

With warmth and belief in you,

Tee Sterling