Reset by Debbie

10-minute decluttering checklists

Pick one spot. Use what you already have, and stop when your ten minutes are up.

Kitchen counter

- [ ] Choose one section of the counter.
- [ ] Throw out obvious rubbish and bring dishes to the sink.
- [ ] Put away what already has a home.
- [ ] Group everyday items that need to stay out.
- [ ] Leave one clear spot for food prep.

Entryway

- [ ] Pick a spot for keys and your everyday bag.
- [ ] Put away shoes and coats you’re not using this week.
- [ ] Gather mail and papers that need attention.
- [ ] Use a dish or basket you already own for small items.
- [ ] Leave the walking path clear.

Paperwork

- [ ] Gather loose papers from one surface.
- [ ] Set aside anything with a deadline.
- [ ] Group papers you want to file.
- [ ] Put papers you’re unsure about in one review pile.
- [ ] Pick one next action and put it somewhere visible.