

# Junk Drawer Organization Checklist

To prepare,

1. Cover your kitchen table with an old cloth or sheet
2. Place a trashcan next to the table
3. Place a small box at the back of the table marked, "relocate"

## Remove Items

- ◇ Remove the drawer from the cupboard and dump every item onto the table
- ◇ Clean the inside of the drawer and set it aside

## Sort Like-Items Together

- ◇ Group items into categories: pens, markers, coins, paper clips, band-aids, cards....
- ◇ Anything that doesn't belong in the drawer, place in the "relocate" box

## Inventory Each Category

- ◇ Evaluate the number and condition of each item you need : 100 pennies? 3" pencils? 200 paperclips?
- ◇ Look for duplication: letter openers, scissors, rulers or staple remover

## Purge:

- ◇ Toss out: anything broken, expired, dried pens, restaurant menus, salt and pepper packets, to-go condiments, plastic cutlery, old business cards
- ◇ Items never used: Phone books?

## Organize

- ◇ Measure the drawer: width, length and height.
- ◇ Measure the length of the longest items that will be contained in the drawer
- ◇ Make an organization plan that fits your drawer dimensions and makes the most sense for your needs
- ◇ Purchase either a drawer organizer or multiple containers that separate your items
- ◇ For smaller items, consider small boxes or containers you might have around the house; [Ziploc 4-ounce Extra Small Squares](#) are a great solution for small items

## Put everything away

- ◇ Retrieve your clean drawer; if you wish, add a colorful piece of liner
- ◇ Add your organizers and fill with the items you still need
- ◇ Relocate the items that don't belong in the Junk Drawer
- ◇ Maintain the organization by revisiting this process every 3 or 4 months

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