

Closet Organization Checklist

*Date Began:*_____

<i>Before The Process Begins</i>		<i>Putting Things Back</i>	
Supplies:			
	<ul style="list-style-type: none"> -Matching hangers -Household cleaner -Paint (optional) -Cleaning cloth(s) -Vacuum cleaner -Floor dusters & cleaners (for hard surface floors) 		Using your new, pretty, colorful hangers, rehang the items you are keeping
<i>Inside The Closet</i>			
	Remove everything from the closet		Replace clothing in the closet in an order that best suits your style
	Paint the interior of the closet (optional)		Ex: long-sleeved blouses, short-sleeved blouses, Slacks dresses, skirts, etc. All color coded
	Clean all surfaces in the closet (shelves, walls)		Put shoes away
	Vacuum the floor		Arrange by color first
	Mop (hard surface flooring)		After color – arrange by heel height
	Add wallpaper to create a focal wall (optional)		Fold & place sweaters on the top shelf. Colored coded
	Change lighting (optional)		Find a storage system for other items you keep in your closet
	Place storage choices (bins, shoe storage, etc.)		
<i>Outside The Closet</i>		<i>The Finish Line</i>	
	Prepare 2 boxes (toss, donate)	Add finishes touches; flowers, mirrors, anything to make your closet feel a luxurious.	
	Go through clothing (purge, purge, purge)	<i>What Did You Learn About Yourself & Organization</i>	
	Toss anything that is torn, misshapen, faded, or otherwise no longer useful		
	Donate all items that you have not worn in over a year, you no longer like, are too small, too big, or otherwise no longer your personal style	<i>Pat yourself on the back and ENJOY your new closet!!!</i>	

*Date Completed:*_____

