

The Martin Group at Premier Brokers International

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Checklist: Organize Your Home to Have the Best Life

Set Your Intention

- ☐ Define one clear goal for your home-organization (e.g., "Less clutter = more calm").
- ☐ Visualize how you want your space to feel (light, airy, clean, active).
- ☐ Set a realistic timeline (e.g., one room per week, or one zone per weekend).

Entrance / Mudroom / Drop-zone

- ☐ Clear the floor of shoes, bags, coats.
- ☐ Install or designate hooks, bins or shoe racks.
- ☐ Add a landing pad for keys, mail, and everyday items.
- ☐ Wipe surfaces; remove unnecessary items.

Living Room / Family Room

- ☐ Remove items that don't belong (toys, papers, random stuff).
- ☐ Sort and group books, magazines, and electronics.
- ☐ Ensure each item has a home (basket, shelf, drawer).
- ☐ Clear and style surfaces; quick vacuum or dust.

Kitchen

- ☐ Declutter countertops; only keep daily-use items out.
- ☐ Empty and clean one cabinet or drawer.
- ☐ Group like-items: utensils, gadgets, containers.
- ☐ Check pantry; toss expired items; group similar foods.
- ☐ Clean the sink and wipe surfaces.

Dining Area

- ☐ Clear table of clutter; set for everyday use.
- ☐ Organize chairs and linens for accessibility.
- ☐ Store placemats and tableware neatly.
- ☐ Add a small container for quick 'to sort' items.

Bedrooms

- ☐ Make the bed every morning.
- ☐ Pick up visible items on surfaces or floor.
- ☐ Clear one drawer or nightstand.
- ☐ Donate or discard clothes not worn in 6+ months.
- ☐ Keep bedside essentials tidy.

Bathrooms

- ☐ Clear countertops of extra bottles and products.
- ☐ Empty one cabinet or drawer; toss expired cosmetics.
- ☐ Group items by function (daily use, guest use, extras).
- ☐ Wipe mirrors, sinks, and surfaces.
- ☐ Add a basket for laundry or used towels.

Home Office / Homework Area

- ☐ Sort paperwork – shred or file what you don't need.
- ☐ Create folders: To Do, To File, To Archive.
- ☐ Only keep essential items on your desk.
- ☐ Wrap, label, or hide cords.
- ☐ Back up or archive digital files.

Utility / Laundry / Storage Areas

- ☐ Clear floor space; maintain access to washer/dryer.
- ☐ Group supplies (cleaning, laundry, seasonal) and label bins.
- ☐ Toss broken items; donate unused items.
- ☐ Install hooks or shelves if needed.
- ☐ Sweep or vacuum floor and wipe surfaces.

Maintenance Habits

- ☐ Quick daily 5-minute tidy in one zone.
- ☐ Weekly reset session to restore order.
- ☐ Monthly purge session: one cabinet or shelf.
- ☐ Set reminders to schedule declutter sessions.
- ☐ Celebrate your progress!

Bonus: Smart/Eco Upgrades

- ☐ Replace plastic containers with glass or stainless alternatives.
- ☐ Add recycle or compost bins in accessible areas.
- ☐ Use motion sensor or LED lights in dark spaces.
- ☐ Label baskets for each family member.
- ☐ Adopt a one-in/one-out rule for new items.

Prepared by the Martin Group of Realtors

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