

Get Organized! Checklist
Organizing the Junk Drawer

To Do	Additional Comments or Suggestions	Completed
Find a flat surface to work.		Y / N NA
Place a sheet of newspaper or an old towel on the flat surface to protect it.		Y / N NA
Remove and set aside breakable items in the drawer.		Y / N NA
Dump out drawer contents onto the newspaper or towel.		Y / N NA
Throw out trash.	This includes: unnecessary papers, notes; broken items; expired items; useless items; items you no longer need or use; etc. If you are not sure about an item, ask family members to ensure it has no purpose or value.	Y / N NA
Sort like items.	For example, all sticky notes in one pile, all pens in another, etc.	Y / N NA
Complete a second run-through for trash.	Again, you are looking for the following: unnecessary papers, notes; broken items; expired items; useless items; items you no longer need or use; etc.	Y / N NA
Incorporate a drawer organizer with individual compartments.	You can either buy one or make one from several every-day home items like muffin pans, egg cartons, card boxes, film canisters, etc. Whichever route you choose, ensure that the organizer's compartments are of multiple sizes. You want your bigger and smaller items to be able to fit in the organizer itself.	Y / N NA
Place like items (sorted previously) into the individual compartments of the drawer organizer.		Y / N NA
MAINTAIN.	Put things back where they belong!	Y / N NA

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