



FREE PRINTABLE · HOME RESET

The 15- Minute Declutter Checklist

No marathon cleanouts. Pick one zone, set a 15-minute timer, and follow the steps. Small wins, done often, are what actually keep a home clear.

The only method you need: 3 boxes

Before you start a zone, grab three containers. Every item goes in exactly one — decide in 3 seconds, don't overthink it.

Keep

used in last 90 days

Relocate

belongs elsewhere

Toss / Donate

broken or unused

Pick a zone. Set the timer. Go.

Check a box each time you clear a zone. Re-run any zone whenever it drifts — that's the whole system.

Entryway 15 min

- Clear the catch-all surface to empty
- Hang or rehome stray coats & bags
- Pair loose shoes; toss the odd ones
- Bin junk mail before it spreads
- Wipe the surface, set out a small tray for keys

Kitchen Counter 15 min

- Clear everything that doesn't live there daily
- Toss expired items within reach
- Corral chargers & cords into one spot
- Run/empty the sink to zero
- Wipe down; one clear counter = a calmer kitchen

Junk Drawer 15 min

- Dump it out entirely
- Toss dead pens, stray caps, mystery keys
- Group like-with-like (tape, batteries, clips)
- Relocate anything with a real home
- Keep only what fits in one layer

Bathroom Counter 15 min

- Toss empties & anything expired
- Keep only daily-use items out
- Round up samples/travel sizes into a bag
- Wipe the counter & mirror
- Restock one thing that's running low

Nightstand 15 min

- Remove cups, wrappers, old water glasses
- Return books/items that aren't current
- Tidy charging cables
- Keep the top to 3 items max
- Quick wipe of the surface

Fridge 15 min

- Toss expired & questionable items
- Consolidate duplicate condiments
- Wipe one shelf that needs it
- Pull "eat soon" items to the front
- Note 2 things for the next grocery list

The Paper Pile 15 min

- Recycle junk & anything outdated
- Action pile: needs a reply/payment
- File pile: keep for records
- Snap photos of anything you can digitize
- Put the action pile where you'll see it

Digital 15 15 min

- Delete 20 junk photos/screenshots
- Clear the phone home screen to essentials
- Unsubscribe from 3 noisy email senders
- Empty the downloads folder
- Archive read messages

Keep it going: one zone a day clears a whole home in two weeks — and re-running a zone takes half the time once it's set up. Want planners that make this automatic? Visit convenientsupplies.com.