ORG
HOME ORGANIZATION SOLUTIONS

Planning Checklist: **MUDROOM**

Key Considerations

Use It *How frequently is it used?*
See It *Should it be visible/displayed or behind a door or in a drawer?*
Plug It *Does it require a nearby outlet?*
Count It *How many items need to be accommodated?*
Move It *Is there a more appropriate place for it?*
Toss It *Is it time to dispose of it?*

	Use It					See It		Plug It		Count It	Move It	Toss It	Notes
	Always	Often	Occasional	Seasonal	Seldom	Yes	No	Yes	No				
All the Stuff													
Coats: long and short													
Coats: guests													
Shoes													
Boots													
Hats/gloves/scarves													
Seasonal clothes													
Purses/wallets													
Backpacks													
Briefcases													
Lunch tote(s)													
Keys													
Umbrellas													
Incoming/outgoing mail													
Written messages													
Children's art													
Family photos													
Cell phone(s)/chargers													
Pet food/care													
Sports equipment													
Sports clothing													
Trash receptacle													
Recycle bins													
Drying rack/hangers													
Iron/ironing board													
Cleaning supplies													
Other:													