

# PANTRY DECLUTTER CHECKLIST

- Set up four totes or boxes and label them “Toss”, “Donate”, “Keep” and “Relocate”.
- Clear off your kitchen table completely to use it as a catch-all.
- Remove everything out of the pantry and put it on your kitchen table or counter.
- Clean every shelf and drawer of your pantry.
- Divide the pantry in three sections: high, middle and bottom shelves.
- Place large appliances that you do not use very often on the higher shelves.
- Place bulky and heavy items in the lower shelves. Use bins on casters to make it easy to access them.
- Use the middle section for all your food items, dividing them into families: cans, pasta, beans and rice, flour, sugar, and condiments. Use containers and decant everything from the original packaging.
- Label all containers.
- To keep your pantry neat and organized, give it a weekly pick up and clean before you do your groceries.