

THE FOUR-BOX METHOD



The Four-Box Method is a simple and effective decluttering strategy that involves sorting items into four categories: **Keep, Donate, Trash, and Relocate**. Use this checklist to guide you through the process, room by room.

LIVING ROOM CHECKLIST:

- Sort items into the four boxes: Keep, Donate, Trash, Relocate.
- Check areas such as drawers, shelves, under furniture, and on top of surfaces.
- Make quick decisions and avoid the 'maybe' pile.

Use this space to note specific items or categories to focus on:

KITCHEN CHECKLIST:

- Sort items into the four boxes: Keep, Donate, Trash, Relocate.
- Check areas such as drawers, shelves, under furniture, and on top of surfaces.
- Make quick decisions and avoid the 'maybe' pile.

Use this space to note specific items or categories to focus on:



BEDROOM CHECKLIST:

- Sort items into the four boxes: Keep, Donate, Trash, Relocate.
- Check areas such as drawers, shelves, under furniture, and on top of surfaces.
- Make quick decisions and avoid the 'maybe' pile.

Use this space to note specific items or categories to focus on:

BATHROOM CHECKLIST:

- Sort items into the four boxes: Keep, Donate, Trash, Relocate.
- Check areas such as drawers, shelves, under furniture, and on top of surfaces.
- Make quick decisions and avoid the 'maybe' pile.

Use this space to note specific items or categories to focus on:

HOME OFFICE CHECKLIST:

- Sort items into the four boxes: Keep, Donate, Trash, Relocate.
- Check areas such as drawers, shelves, under furniture, and on top of surfaces.
- Make quick decisions and avoid the 'maybe' pile.

Use this space to note specific items or categories to focus on:



GARAGE/STORAGE AREA CHECKLIST:

- Sort items into the four boxes: Keep, Donate, Trash, Relocate.
- Check areas such as drawers, shelves, under furniture, and on top of surfaces.
- Make quick decisions and avoid the 'maybe' pile.

Use this space to note specific items or categories to focus on:

CLOSET CHECKLIST:

- Sort items into the four boxes: Keep, Donate, Trash, Relocate.
- Check areas such as drawers, shelves, under furniture, and on top of surfaces.
- Make quick decisions and avoid the 'maybe' pile.

Use this space to note specific items or categories to focus on:

ENTRYWAY CHECKLIST:

- Sort items into the four boxes: Keep, Donate, Trash, Relocate.
- Check areas such as drawers, shelves, under furniture, and on top of surfaces.
- Make quick decisions and avoid the 'maybe' pile.

Use this space to note specific items or categories to focus on:



ACTION STEPS:

- Keep Box: Organize items neatly in their designated places.
- Donate Box: Schedule a drop-off at your local charity or arrange for a pick-up.
- Trash Box: Dispose of items responsibly, recycling whenever possible.
- Relocate Box: Move items to their appropriate rooms or spaces.

TIPS AND REMINDERS:

- Set a timer to maintain focus and avoid overthinking.
- Involve family members to make the process quicker and more fun.
- Celebrate your progress, even small wins make a big difference!
- If you're unsure about an item, consider setting it aside and revisiting it later.

NOTES:

Use this space to jot down any notes or reminders about items you're unsure about or need to revisit:
