ROOM BY ROOM · ENTRYWAY

How to Organize the Entryway

How to clear the entryway and set up a landing spot for mail, keys and coats.

WHERE TO START

Sweep everything from the entryway into one tote or box, then sort it somewhere else.

WHAT YOU'LL NEED

- ☐ A large tote or box
- ☐ Cleaning cloth
- ☐ A mail organizer
- ☐ Hooks and baskets

BEFORE YOU BEGIN

Put the time on your calendar like any other appointment. One room per session is plenty.

The method

1. **Set up four boxes**
   Label them Toss, Donate, Keep and Relocate. Every item goes into one of them, so nothing ends up in a new pile.
2. **Empty it completely**
   Take everything out and set it on a cleared table or counter. You can't organize around things you haven't seen.
3. **Clean before anything goes back**
   Wipe the shelves, drawers and surfaces and sweep the floor while the space is empty.
4. **Group like with like**
   Sort what you're keeping into families. Seeing all of one kind together shows you how much you really have.
5. **Give every family a home**
   What you use most goes closest to hand. Add containers and labels only once you know what stays.
6. **Close the session**
   Take out the trash, put the donations in your car and return every Relocate item to its room before you stop.

In this room

Sort the mail into piles

Bills, things that need an answer, and what can be thrown out or recycled.

Give mail a holder

On the table if you have one, or a hanging organizer if you don't.

One drawer for keys

If your entry table has drawers, keep one for keys and one for small things.

KEEP IT THAT WAY

Choose one day a week to clear the entryway and put everything back where it belongs.

ONE THING TO REMEMBER

The entryway sets the tone for the whole house. It's the first thing you see when you come home.

YOUR CHECKLIST IS ON THE NEXT PAGE

More tips and photos in the full post: read it here

ROOM BY ROOM · ENTRYWAY · CHECKLIST

The Entryway Checklist

STARTED _____ DONE _____

- [ ] Start by clearing the area. Use a tote or large box to put everything into.
- [ ] If there are clothing items, put them where they belong.
- [ ] Dust and wipe down the surfaces.
- [ ] Sort through the tote or box. Make a pile for mail, bills and things that need a response, and a pile to throw out, recycle or rehome.
- [ ] If there's a table in your entryway, choose an organizer for the mail piles you sorted. If there's no table, consider a hanging organizer.
- [ ] Create a space with hooks and baskets for coats and cold or wet-weather accessories.
- [ ] If your entryway table has drawers, designate one for small items and one for keys.
- [ ] To keep this area neat and organized, choose a day of the week to do a quick declutter and put everything back where it belongs.

NOTES

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