ROOM BY ROOM · KITCHEN

How to Organize the Kitchen

A cupboard-by-cupboard way to clear the kitchen and set it up around how you actually cook.

WHERE TO START

Clear the kitchen table first and use it as your catch-all. Then work one cupboard at a time.

WHAT YOU'LL NEED

- ☐ Four boxes or totes
- ☐ Trash bag
- ☐ Cleaning cloth and spray
- ☐ Labels for spices

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

Set up zones

Prepping, cooking, cleaning and storing. Put items back with those zones in mind.

Start at the dishwasher

Keep dishes, glassware and silverware closest to it, so unloading takes minutes.

Finish with the spices

Toss what's old, wipe the jars and label each one.

KEEP IT THAT WAY

Clean up every night after dinner and give the kitchen a quick pick-up once a week.

ONE THING TO REMEMBER

Containers come last. Decide what stays and where it lives first, and you'll buy far fewer of them.

YOUR CHECKLIST IS ON THE NEXT PAGE

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

ROOM BY ROOM · KITCHEN · CHECKLIST

The Kitchen Checklist

STARTED _____ DONE _____

- [ ] 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 from every cupboard and wipe down the insides and the doors.
- [ ] Go through every single item, discarding anything that is broken, missing parts and pieces, or that you just don't use anymore.
- [ ] Empty every drawer and go through the same process of sorting, purging and cleaning.
- [ ] Organize everything that's staying into like-item groups.
- [ ] Create zones in your kitchen (prepping, cooking, cleaning, storing) and, with them in mind, put items back in the cabinets and drawers.
- [ ] **Pro tip:** your dishwasher is your starting point. Store dishes, glassware and silverware close to it.
- [ ] To wrap up, organize your spices: discard what's old, clean the containers and label each one.
- [ ] To keep your kitchen neat and organized, give it a weekly pick-up and clean every night after dinner.

NOTES

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