

A photograph of a master closet. On the left, there are white shelves with folded white towels and a white storage box. In the center, there are white drawers. To the right, there are hanging clothes, including several light-colored dresses and a grey dress. On the far right, there are more hanging clothes, including a grey shirt and a white shirt.

# Clutter 2 Confidence

Professional Home  
Organizing

## Master Closet Organization Checklist

The 7 Part System to Create a  
Closet You Love

You need a closet that works for YOUR life.

# Before You Start

---

**Make sure you have these:**

- Large trash bags for donations and trash
- 2-3 empty boxes for sorting as you go
- Marker or Pen
- Full-length mirror



Don't get caught in "preparation paralysis." You don't need fancy organizing systems before you start.

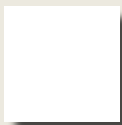
## Step 1

# Remove Everything

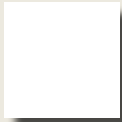
### Why this matters:

When everything is out, you see the full picture. You discover clothes you forgot you owned.

## Action Steps



Remove all clothes



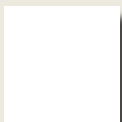
Clear the floor



Empty all drawers and shelves



Wipe down shelves and rods



Create staging area

Leave the closet completely empty.

## Step 2

# The Honest Purge

## Ask Yourself:



Do I wear this? Am I keeping this just in case?



Does it fit? Do I feel good when I wear this?



Do I love it? Would I buy this again today?



Does it match anything? Orphan piece?



Is it in good condition? Am I keeping this out of guilt?

## Create 3 Piles



Keep



Donate



Trash

Goal: Eliminate 30–50% of what you started with.

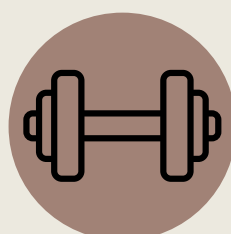
### Step 3

## Sort Into Categories

Organize remaining items into these categories.



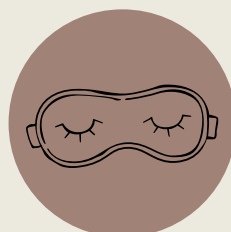
Everyday Wear



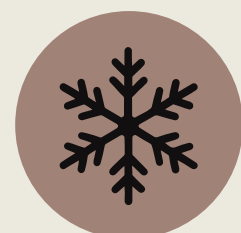
Active Wear



Work Wear



Pajamas



Seasonal



Special Occasions



Accessories



Shoes

Categories help you see what you have and make getting ready so much easier.

## Step 4

# Create Zones in Your Closet



**Most wore items**  
Eye level



**Seasonal Items**  
High shelves



**Folded Items**  
Lower shelves

A place for everything makes it  
easier to keep it that way.

## Step 5

# Hang and Fold Properly



Use matching hangers  
for a cohesive look



Fold items vertically so  
they stand upright



Don't stack more  
than 4-5 high

## Step 6

# Arrange Your Space

Place everything in its designated zone.  
Step back and admire your work!

## Step 7

# Set Up Maintenance



**Weekly:** Put items back immediately after wearing



**Monthly:** Quick 15-min reset



**Seasonal:** Rotate seasonal items



**Annually:** Full closet refresh

# You've Got This



This is your space. It should feel peaceful.

The goal is to have a functional closet where  
you can find what you need,

If you would like help organizing your  
closet, pantry, garage, or entire home,  
I would love to help!

## Clutter 2 Confidence

Professional Organizing



[www.clutter2confidence.com](http://www.clutter2confidence.com)



[antonina@clutter2confidence.com](mailto:antonina@clutter2confidence.com)



313-788-6352