

Budget Organizing Checklist

Audit what you own. Follow the process. Spend as little as possible.

Part 1: Audit What You Already Own

Containers & Storage

- ☐ Walk through every room and collect unused baskets, bins, and boxes
- ☐ Check closets for decorative boxes, hampers, or laundry baskets not in use
- ☐ Gather glass jars from the kitchen (pasta sauce, peanut butter, jam)
These are perfect for spices, small items, and pantry organization
- ☐ Collect cardboard boxes and shoeboxes
Shoeboxes stack perfectly; cereal boxes can be cut into drawer dividers
- ☐ Look for over-door organizers, shelf risers, or tension rods you already own

Supplies

- ☐ Masking tape and a marker (for labels)
- ☐ Hot glue or tape (for DIY dividers)
- ☐ Wrapping paper or fabric scraps (to cover cardboard boxes)
- ☐ Command hooks or strips

Tip: Do not buy anything yet. Most people have more than enough containers at home to get started.

Part 2: The Budget Organizing Process

Step 1: Purge First (Free)

- ☐ Remove everything from the space
- ☐ Set up four boxes: Keep, Donate, Trash, Sell
- ☐ Make a decision on every single item — no "maybe" pile
- ☐ Remove Donate and Trash boxes from the space immediately
The less you keep, the less you need to organize

Step 2: Use What You Have (Free)

- ☐ Place items back using containers from your audit
- ☐ Use glass jars for small items and dry goods

- ☐ Cut cereal boxes diagonally to create drawer dividers
- ☐ Stack shoeboxes or shipping boxes to create sections
- ☐ Rearrange furniture if the layout is causing the clutter problem

Step 3: DIY What You Can (\$0–\$5)

- ☐ Make drawer dividers from cardboard strips and tape
- ☐ Label containers with masking tape and a marker
- ☐ Create shelf risers from stacked books or empty boxes
- ☐ Wrap cardboard boxes in wrapping paper for a finished look
- ☐ Add a tension rod in the closet for a second hanging level
\$3–8 at any hardware store

Step 4: Buy Only What You Still Need (\$10–\$50)

- ☐ Identify the specific gaps — write them down before shopping
- ☐ Check the dollar store first (bins, baskets, shelf liner, lazy susans)
- ☐ Check Goodwill or Facebook Marketplace for baskets and containers
- ☐ Buy clear containers only for dry goods that need to stay fresh
Target, Walmart, or Costco for the best value
- ☐ Add command hooks for walls or doors if you need hanging storage

Tip: Purge first, buy second. If you buy containers before you declutter, you will buy the wrong sizes.

Part 3: Keep It Organized (No Extra Cost)

- ☐ Take photos of the organized space to share with family
Visual reminders work better than labels for kids
- ☐ Label every container so everyone knows where things go
- ☐ Do a 15-minute mini-purge once a month
Pick one drawer, shelf, or category and let go of anything you no longer need
- ☐ One in, one out — when something new comes in, something leaves

Want help putting this into action? Book a free 30-minute consultation.