Total Closet Clean-Out Routine

Gather your materials:
- 2 boxes, packing tape and a marker
- A trash bag
- Cleaning cloth
- Long-handled duster or broom
- A vacuum cleaner and crevice attachment
- Air freshener

Straighten what’s there:
- Put dirty clothes in hamper
- Throw away any trash
- Gather clothes that should be folded and put them in dresser
- Gather clothes that should be hung and put them on hangers

Clean your empty closet top to bottom:
- Dust the ceiling, walls, door jamb and light fixture
- Remove scuffs from walls
- Wipe light switch, baseboards and door with a damp cloth
- Vacuum the floor, then use crevice attachment to vacuum around base of walls
- Treat carpet stains or mop floor

Remove everything from the closet:
- Move everything to your bed or floor
- Sort into categories as you work (dresses, skirts, long-sleeved tops, short-sleeved tops, pants, jackets, etc.)

Return everything you’re keeping to the closet:
- Hang items in categories (jackets, pants, shirts, etc.)
- Hang longer items toward the ends of the closet rod
- Match shoes and put them away
- Put purses, handbags, clutch bags on a shelf
- Hang scarves, belts and other accessories

Sort your stuff:
- Put items that are too small in a box, then seal and label it
- Put items that are too big in a box, then seal and mark it
- Put items for donation into a box, making a list of items as they go in the box
- Put items too worn out to donate into a trash bag

Maintain it:
- Keep a box in the closet to hold things that don’t fit or for donation
- Sort through that box when it’s full
- Keep the closet tidy by doing my Regular Closet Cleaning Routine

Finish up:
- Put donation box in your car
- Toss trash
- Store boxes of clothes that don’t fit
- Spray closet with air-freshener