

Small Apartment Organization Checklist

A room-by-room reset for small homes, flats and rentals.

ENTRYWAY

- ☐ Clear shoes from the walking path
- ☐ Create one home for keys
- ☐ Hang everyday bags and coats
- ☐ Remove items that belong elsewhere

LIVING AREA

- ☐ Clear the most visible surfaces
- ☐ Contain remotes and chargers
- ☐ Return blankets and cushions
- ☐ Use one basket for loose everyday items

KITCHEN

- ☐ Clear counters of non-daily items
- ☐ Group pantry foods by use
- ☐ Remove duplicate or broken tools
- ☐ Reset the sink before bed

BEDROOM

- ☐ Clear clothes from floor and chair
- ☐ Keep bedside surfaces simple
- ☐ Use under-bed space intentionally
- ☐ Move off-season items out of prime storage

BATHROOM

- ☐ Keep only daily products accessible
- ☐ Remove empty or expired products
- ☐ Group backups together
- ☐ Use hooks or vertical storage where practical

PAPER + DIGITAL

- ☐ Sort post/mail into action, file, recycle
- ☐ Choose one place for receipts
- ☐ Delete or file screenshots/documents
- ☐ Write tomorrow's top three tasks

15-minute daily reset

- ☐ Put away obvious clutter
- ☐ Reset kitchen sink/counter
- ☐ Return items to their homes
- ☐ Prep one thing for tomorrow