

# Closet Organizing Checklist

By Nicole Nichols-West

- Organizing Your Closet
  - Once a year empty the closet, then try on each garment in front of a full-length mirror.
  - Distinguish clothing and shoes that you wear and items that you need to get rid of.
  - Separate pieces into four piles: keep, mend, donate, throw away.
  - Follow the same steps for shoes.
  - Start organizing the keepers.
  - Pack away anything you have not used or worn in four months.
  - Sort the giveaway pile into items to distribute to people you know.
  - Wash or dry-clean your winter gear then bag or box it and stash out of the way.
  - Group by item starting with shirts, blouses, jackets, skirts and lastly pants.
  - If your closet is a walk-in, pants should be in the back.
  - Separate the 'His' and 'Hers' sections.
  - Within each item category, arrange by color.
  - Make sure each item is facing the same direction.
  - Hang shoe racks on the back of your closet door to save space.
  - If you are keeping your shoe boxes, label what is inside.
  - Organize any 'loose' items, such as belts and scarves, in matching boxes or baskets on the top of the closet.
  - Use labeled, see-through boxes and bins to hold accessories.
  - Remove all wire hangers and plastic dry-cleaner bags.
  - Consider buying wood hangers or matching hangers.
  - Keep items you use frequently at eye level or below.
  - Keep items you rarely use higher up.
  - Mount a hook outside your closet and use it to hang up whatever outfit you select the night before.