

HOME

CLOSET ORGANIZATION AND MAINTENANCE CHECKLIST

Organization

- Go through your closet and drawers and clean out. If you can't answer yes to **ALL** of the following questions, bag it up:
 - Do I feel good when I wear this? (Do you LOVE it!)
 - Is it in good condition?
 - Have I worn it during the last year?
 - Does it currently fit?
- Organizing the remaining hanging items by category first (shirts, slacks, sweaters, etc.) then in each category organize by color.
- Turn each hanger around so the opening is in front. As you wear an item, turn it back around. After one year, those items that are still hanging backward are the ones you haven't worn for a year. Bag them up.
- Follow the one in, one out rule. If you purchase a new item, one item must go.
- Keep a calendar on the wall of your closet and keep a brief log of what you wear each day (or just for special occasions). This comes in especially handy for special occasions so you know what you wore last time to a company function, a night out with the girls or a party.
- Go shopping with a list of items you need. If not, follow the 24-hour rule. If you see something you want to buy in a store, wait 24 hours. If you still want the item, it wasn't just an impulse buy.
- For shoes, accessories and staple (jeans, jacket, little black dress) items, consider quality over quantity. For casual and trendy items, consider purchasing less expensive items.
- Design your own closet depending on your need. There are a number of closet designing programs on the Internet you can use for free. Then do-it-yourself or get a professional installation.
- For items you keep in drawers, designate a drawer for each category (jewelry, pj's, underwear, etc.) and only purchase what will fit in that drawer.
- Give items that don't meet the criteria of number 1 (and number 4) to your favorite charity or consider consigning to a resale shop. If you consign, tell the consignment shop to donate anything that doesn't sell.
- Once a year, move clothes categories to a different area of your closet. It will feel like a whole new wardrobe.
- Swap clothes with friends.

Clothing Maintenance

- Remove drycleaning bags as soon as you get home (try to locate a 'green' cleaner in your area).
- Clean everything you have worn.
- Mend items of high quality or take them to a professional.
- Use cedar chips or cedar balls to help protect clothing from insects (and it smells good!).
- Store clothing in well ventilated and temperature controlled areas.
- Replace metal hangers with hangers that will not damage your clothes and help clothes keep their shape. Return metal hangers to your drycleaner.

Shoes and Accessories Maintenance

- Clean and condition shoes after each use. This is especially true during winter months when salt can damage shoes and boots.
- Place one liter water bottles in boots to help keep their shape.
- Have heels and soles replaced as needed if the uppers are in good condition (on quality shoes).
- Stuff handbags with tissue paper or similar and place in a pillowcase to store. Place on a shelf (don't hang).
- Don't roll up belts to store, hang straight to avoid cracking leather.
- Store shoes in a breathable container. These are available with labels on the front.