

## Home Organization Checklist:

# ENTRYWAY OR MUDROOM

- Declutter by removing everything on the floor and any surfaces in the room.
- Put away anything that doesn't belong in the entryway or mudroom.
- Hang hooks on the walls (one for each family member) in an area that's practical, yet won't be in the way when people are moving in or out of the home.
- If needed, create storage in the entryway. Coat racks, cabinets, console tables, or a storage bench are all popular choices. There are many DIY projects for creating entryway storage by cleverly reusing bookcases, wooden crates, floating shelves, IKEA furniture and other items.
- Make use of the wall space. A wall organizer, a chalkboard for keeping up on family events, or a wall shelf for more storage are all good entryway ideas for an organized home.
- If you need a "drop zone" for things like wallets and keys, designate one small space, like a small plate or bowl in the entryway. Clean it regularly so it doesn't attract unnecessary clutter.
- Make seasonal swaps to save space. For example, during summer, there's no need to have winter coats hanging on wall hooks or on hangers in the closet. Instead, move them to a box or bin, or put them away in the basement or attic.
- Be mindful of the elements. The entryway is the place most likely to become damaged by people tracking in water, snow, and dirt. Keep this in mind as you choose materials for the floor in this room, or invest in a good, sturdy doormat to help protect the floor.
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