



A STEP-BY-STEP GUIDE TO DECLUTTERING & ORGANISING YOUR PANTRY

1. Gather the materials you'll need to declutter. This should include:
 - cleaning supplies
 - written signs - donate, trash, recycle
 - garbage bags/bin liners
 - sticky notes / washi tape & pen / marker for labelling as you go
 - notepad and pen
 - measuring tape
2. Create a space in your kitchen so you can spread all your pantry supplies out. Clear the benches and kitchen tables (or even the floor) as much as possible. An ironing board could also be set up to create extra space for sorting supplies
3. Remove *everything* from the pantry, including food, food storage containers and any rubbish that has accumulated
4. As you remove items, loosely group them into categories i.e. snacks, baking supplies, canned goods, sauces, lunch items, breakfast items, sides (pasta, rice, couscous), packets, entertaining supplies (napkins, trays, straws, plastic cups), spices etc.
5. Place your written signs on top of the garbage bags and as you are sorting, throw into the 'trash', 'recycle' or 'donate' bags the following:
 - old or expired food
 - things you will never get around to eating or drinking i.e. speciality teas, gifts, or food items you won't likely use or eat
 - food items that you bought and decided you didn't like
 - herbs or spices that you never use
 - packets with only a little bit of food left that is going stale
 - food storage containers that are looking grotty/don't seal properly/don't hold enough to be of any use



6. Take note of any items you had duplicates of that you didn't realise. If you're purchasing storage containers, you might need larger containers for this particular item. Also take note of food that has gone stale, you might want to invest in air-tight containers or jars to keep these fresher for longer
7. Give the empty shelves a good clean, starting from the top shelf and finishing with the doors
8. If you're wanting to invest in some pantry organising solutions, then measure the space carefully, double-check your measurements and record them on your notepad (don't assume you'll just remember - you'll need these when/if you purchase any products)
9. Use these measurements to plan out exactly which storage products would work best in your space to create a clutter-free and easy pantry to use (refer back to www.theorganisedyou.com/blog/28-clever-pantry-organisers)
10. Plan how you will arrange everything in your pantry in a logical order. You may like to draw a quick diagram in your notepad.
11. Items should be put back into the pantry in their 'zones' according to what you need to access most regularly, such as breakfast and lunch items or sides. These should be at an easy level to reach and put back i.e. between your shoulders and knees. Items you buy in bulk should be stored at the bottom of the pantry. Things like entertaining supplies could be kept at the top of the cupboard as it's not something you need to access a lot, but is also light enough to move
12. If necessary, purchase organising products and place items back into the pantry in their zones. Don't forget to utilise the back of the cupboard doors i.e. to hang go-to tools, for spice storage, for your shopping list etc.
13. Label everything to make it easy to find exactly what you're after!

Happy organising!