

Declutter Craft Supplies for Faster Crafting

Your Goal

Make it easy to start. Make it easy to put away.

Quick Start • 15-Minute Sweep

Set a timer and clear only your work surface. Put stray items in one bin labeled "Sort Me."

Timer (minutes)

Today's Focus

Surface Reset Done

Create a 'Sort Me' bin label

Tools within reach

Scissors

Rotary cutter

Thread

Sort by Simple Categories & Decide Fast

Sort by Simple Categories

Paper & Stickers

Fabric & Sewing Notions

Yarn & Needlework

Glue, Paint & Finishes

Tools & Cutting

Miscellaneous

Quick Decision Rules

Check the rules you'll apply today

Use in next 90 days or donate

One year no-touch = donate

Keep favorites; donate duplicates

Limit scraps to one shoebox

Donation location (choose one)

Pick Clear Storage & Set Up Easy Zones

Clear, Simple Storage (Label Plainly)

Bin Name

Contents Summary

Location

Bin Name

Contents Summary

Location

Bin Name

Contents Summary

Location

Bin Name

Contents Summary

Location

Bin Name

Contents Summary

Location

Bin Name

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Location

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Location

Bin Name

Contents Summary

Location

Bin Name

Contents Summary

Location

Zones You Use Most

Cutting Zone

What stays here:

Put-away bin label:

Sewing Zone

What stays here:

Put-away bin label:

Paper Zone

What stays here:

Put-away bin label:

Finish Zone

What stays here:

Put-away bin label:

Make Project Kits & Use One-In/One-Out

Project Kits (Grab & Go)

Kit 1 Name	Checklist	
Due/Start Date	Location	Notes
Kit 2 Name	Checklist	
Due/Start Date	Location	Notes
Kit 3 Name	Checklist	
Due/Start Date	Location	Notes

One-In/One-Out Tracker

New Item	Out Item (Donate/Recycle)	Date	Done
New Item	Out Item (Donate/Recycle)	Date	Done
New Item	Out Item (Donate/Recycle)	Date	Done
New Item	Out Item (Donate/Recycle)	Date	Done
New Item	Out Item (Donate/Recycle)	Date	Done

Daily 5-Minute Reset & Small Space Layout

Daily 5-Minute Reset

Toss tiny scraps

Return tools to hooks/drawer

Put materials back in labeled bin

Wipe surface

Simple Layout Ideas for Small Spaces

Vertical first (pegboard/rail)

Rolling cart (3-tier)

Under-table bins

Clear lids only

Step-by-Step Checklist & Notes

Step-by-Step Checklist

Do a 15-minute work-surface sweep

Sort everything into simple categories

Apply the 90-day and one-year rules

Donate clean, usable items

Choose clear, stackable bins and label plainly

Create zones and project kits

Do a daily 5-minute reset

Use one in, one out for every new purchase

Notes & Ideas

