ORG
HOME ORGANIZATION SOLUTIONS

Planning Checklist: **ENTERTAINMENT AREA**

Key Considerations

Use It *How frequently is it used?*
See It *Should it be visible/displayed or behind a door or in a drawer?*
Plug It *Does it require a nearby outlet?*
Count It *How many items need to be accommodated?*
Move It *Is there a more appropriate place for it?*
Toss It *Is it time to dispose of it?*

	Use It					See It		Plug It		Count It	Move It	Toss It	Notes
	Always	Often	Occasional	Seasonal	Seldom	Yes	No	Yes	No				
All the Stuff													
Board games													
Books													
Newspapers/magazines													
Technology													
• TV													
• DVD/VCR													
• Receiver													
• Stereo/MP3 player													
• CD player													
• Computer													
• Printer													
• Printer paper													
• Computer/electronic games													
• Telephone													
• Headphones													
• Remote controls													
DVD/CD storage													
3D items													
Fish tank													
Photo albums													
Artwork													
Blankets/pillows													
Beverages													
Other:													