

A PANTRY THAT STAYS ORGANIZED

Pantry Organization Checklist

A pantry that looks organized and a pantry that stays organized are different projects. The first is a weekend. The second is a set of decisions about where things live and who decides. Work in order, because the sequence matters more than any single step.

EMPTY AND ASSESS

- | | |
|---|--|
| ■ Take everything out, every time | ■ Wipe down before anything goes back |
| ■ Working around what is there is why the same corner stays wrong | ■ Discard what is expired |
| | ■ Set aside unwanted items for donation the same day |

GROUP BY HOW YOU COOK

- | | |
|---|---|
| ■ Group by use, not by type | ■ Most-reached-for group at eye level |
| ■ Baking together, breakfast together, lunches together | ■ Heavy low, rare high |
| ■ Watch where your hand goes first | ■ Nothing used weekly above shoulder height |

CONTAINERS, ONLY WHERE THEY EARN IT

- | | |
|---|--|
| ■ Decant what comes in bad packaging: flour, sugar, rice, pasta | ■ Square over round, round wastes a third of the shelf |
| ■ Leave good packaging alone | ■ Clear over opaque, always |

LABEL SO ANYONE CAN PUT IT BACK

- | | |
|--|---|
| ■ Label the shelf edge, not only the container | ■ Include the reorder level for anything you never want to run out of |
| ■ In every language spoken in the house | |

YOUR RESET DAY

Name the five minutes each week when the pantry goes back to its labels. Same day, same time.

We build these systems for you.

Most people already know which area is weakest. What they do not have is the two uninterrupted weeks it takes to fix it. That is the part we do: we build the system, document it in English and Spanish, train the people who use it, and stay on to adjust it when something stops working.

Book a consultation at sortandplace.com