

KITCHEN ORGANIZATION TIPS

STEP #1 – PURGE:

The average person uses only 20% of the items in his/her kitchen 80% of the time!

1. Clean out cabinets
2. Get rid of anything rancid, old, stale or hairy!
3. Follow basic guidelines of how long food stays good:
 - a. Canned foods (2 to 5 years)
 - b. Cereal (6 months)
 - c. Pasta (1 year)
 - d. Spices (6 to 12 months)
 - e. Flour (3 to 6 months)
 - f. Grains (1 year)
 - g. Dried Herbs (6 months)
 - h. Condiments (1 year)
4. Get rid of serving dishes, platters, etc. that have not been used in 1 year or duplicate items. Be realistic about how many plastic cups/mugs you need!
5. Throw out broken or chipped items and objects without all their parts like containers without lids.
6. Evaluate those “convenience” appliances you never use and get rid of them!

STEP #2 – DETERMINE THE “SIX STATIONS”:

Set up a station for each of the 6 basic kitchen activities:

1. Cleaning (sink, dishwasher, trashcan, soap, rags, sponges)
2. Cooking (stove, pots, pans, microwave, toaster, utensils for cooking)
3. Food prep (countertop, mixing bowls, blender, measuring cups, food processor)
4. Food storage (refrigerator, Tupperware, canned foods)
5. Serving (dishes, flatware, glasses)
6. Entertaining (seldom used items for formal dinners on top shelves)

STEP #3 – ITEM PLACEMENT:

1. Place only one category of items in one area – i.e. glasses on one shelf, dishes on another, appliances separate.
2. The only displayed appliances should be ones you use daily or at least weekly.
3. Avoid storing food and cookware in the same cabinet.
4. Group foods together in categories – i.e. vegetables, baking foods and breakfast foods.
5. Alphabetize spices in a rack to make them easier to locate.
6. Keep small packet items together in a basket.
7. Stepping shelves makes use of the back space in a deep cabinet.
8. Use drawer dividers to keep utensils under control.
9. Use rectangular storages containers instead of round.
10. Use containers that stack.
11. Line up pot lids in a rack.
12. Line up cookie sheets in a rack.



13. Throw out any recipes you haven't tried in a year. Place recipes to keep inside plastic sleeves and put in 3-ring binder.