



The Organised You
TAKE BACK YOUR LIFE

PANTRY ORGANISING GUIDE

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



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HOW TO DECLUTTER AND ORGANISE YOUR PANTRY

STEP 1. Create space to spread out all of your pantry supplies. Clear the benches and kitchen tables as much as possible. An ironing board could also be set up to create extra space for sorting supplies!

STEP 2. Remove everything from the pantry including food, food storage containers and any rubbish that has accumulated.

STEP 3. 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), drinks, packets of food, entertaining supplies (napkins, trays, straws, plastic cups), spices, oils etc.

STEP 4. Attach the following A4 signs to the top of garbage/plastic bags: *Trash*, *Recycle* and *Pass On*.

Sort the following into these categories:

- old or expired food
- things you will never get around to eating or drinking i.e. speciality teas, gifts, food items you won't likely use or eat
- food items that you bought and have since decided you don'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 a useful amount / aren't used anymore

STEP 5. Give the empty shelves a good clean, starting from the top shelf and finishing with the doors.

STEP 6. Take note of any items you had duplicates of that you weren't aware of. If you're purchasing storage containers, you might need larger containers for this particular item.

For example, you might have 3 packets of rice in the pantry, so you may want to purchase a larger storage container as it's a product you tend to buy a lot of. Also take note of food that has gone stale - you might want to invest in air-tight containers or jars to keep these types of foods fresher for longer.

STEP 7. If you *are* wanting to invest in some pantry organising solutions, then measure the space carefully, double-check your measurements and record them on your notepad or phone. Don't assume you'll just remember the measurements - you'll need these when you purchase any products!

Use your measurements to plan out exactly which storage products would work best to create a clutter-free and functional pantry.

Good quality plastic sealable containers are a great option for storing dry-goods and snacks, as the food will last longer and save you money in the long run. Choose clear containers so you can easily see when you're low on something and need to add it to your shopping list. Baskets are a great option for holding party supplies, napkins, cloths, snacks etc.

STEP 8. Plan how you will arrange everything in your pantry in a logical order. You may like to draw a quick diagram in your notepad.

STEP 9. Items should be put back into the pantry in '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.

Canisters of flour, bottles of cooking oil and common canned foods should be at waist level for minimal lifting. High shelves are best for things that are light, like pasta boxes and cereal. 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 safely. Items you buy in bulk should be stored at the bottom of the pantry.

Stores spices in labelled, airtight tins or jars, and look for sturdy spice racks that can go on the back of a door, or in a shallow drawer or shelf near the stovetop so they're accessible when cooking.

STEP 10. Utilise the back of the pantry doors to hang go-to tools, for spice storage, for your shopping list etc.

STEP 11. Label everything to make it easy to find exactly what you're after!

Happy organising!

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