

Organization & Cleaning Checklist

Daily

- Sort through school papers and mail: ACT, STORE, FILE bins
- If you can, ACT on it immediately.
- Add items to your calendar
- stay on top of dishes, laundry and quick clean tasks
- 15 Minute BLITZ CLEAN: Start in your living spaces, go through EVERY ROOM in your home, putting EVERYTHING away as you go. Get your family involved if you can.

Weekly

- Go through ACT bin and deal with items
- Weekly DEEP Clean: floors, bathrooms, dusting, windows, bedding, etc.

Monthly

- ACT on anything left undone
- FILE all papers in the File bin
- sort through and PURGE the STORE bin
- CHOOSE ONE ROOM PER month to PURGE and RE-ORGANIZE