

# Declutter, Clean & Organize Challenge



## Daily Housekeeping

### Living Space

#### Weekly Chores

Vacuum - Wipe window sills - Clean glass - Dust

- **Mail** Sort mail & open all. Put important papers on desk. Recycle the rest.
- **Backpacks** Go through backpacks after school. Throw out trash & put important papers on desk. Clean out lunchboxes & move to the kitchen.
- **Living Room** Pick up out-of-place items & return to correct spots.

### Desk

- **Paperwork** Sort all loose papers & file into appropriately labeled files.
- **Bills** Note on calendar payment dates on any outstanding bills. Pay anything due.
- **School papers** Accomplish task then file or recycle.
- **Clear off desktop** Clear off desk at the end of the day.

### Kitchen & Dining

#### Weekly Chores

Vacuum - Wipe window sills - Clean glass - Polish wood (table, chairs, cabinets)

- **Dishes** Unload dishwasher in morning. Load dirty dishes into dishwasher. Wash, dry & put away pots and pans. Start dishwasher before bed.
- **Countertops** Remove everything. Use warm soapy water & rag to wipe countertops & backsplash. Replace only daily use items.
- **Appliances** Wipe down all appliances inside and out with warm soapy water & rag.
- **Linens** Shake crumbs off linens into trash & replace if needed.
- **Sweep** Sweep kitchen & dining area.
- **Trash** Use warm soapy water & rag to wipe down trashcan lid outside & in. Take out garbage, if needed.

### Bathrooms

#### Weekly Chores

Scrub tub - Mop

Use a bucket of warm soapy water and a rag to clean all areas.

- **Sink**
- **Toilet**
- **Clean Mirrors with window cleaner**
- **Empty Trash**
- **Replace hand towel**

### Bedrooms

#### Weekly Chores

Vacuum - Clean under beds  
Wipe window sills - Clean glass

- **Laundry** Collect dirty clothes & linens. Move to the laundry room.
- **Bed** Make bed each morning.
- **Pick up random items**
- **Organize shelves/tabletops**

