

# August Checklists

## MONTHLY FOCUS: THE CLOSETS

- **DECLUTTER**  
completely empty and clean the space
- **CLEAN SURFACES**  
clean and wipe shelves and wash/vacuum the floor
- **EVALUATE**  
what is/isn't working – write it down and plan it out
- **TOSS & DONATE**  
items that are no longer needed, wanted, or don't fit
- **ORGANIZE**  
group like items together
- **LABEL**  
to make locating items easier and more uniform
- **PRACTICE**  
take it out, put it away – keep it neat and tidy going forward

## ROTATING TASKS

- **VACUUM & WASH BASEBOARDS**  
use nozzle or brush attachment and wipe thoroughly
- **VACUUM / SPOT CLEAN FURNITURE**  
treat any spots or stains
- **LIGHT FIXTURES: LIVING / DINING**  
focus on just the living and dining room ones this month
- **WASH RUGS**  
wash bathroom and area rugs
- **POLISH WOOD FURNITURE**  
give your furniture a little extra shine
- **WIPE SWITCHES / PHONES / REMOTES**  
give those most touched areas a quick clean
- **SPOT CLEAN WALLS**  
wipe away any marks and hand prints
- **WIPE DOWN APPLIANCES**  
wipe down household appliances (dishwasher, washer and dryer, etc.)

## DO THESE DAILY

- **MAKE THE BEDS**  
do a whole house quick declutter and gather at least 3 bags of stuff you can get rid of
- **CHECK THE FLOORS**  
clean clutter from surfaces (counters, dressers, etc.)
- **TACKLE CLUTTER**  
sort through any existing paper piles that are out on counters or surfaces
- **WIPE COUNTERS**  
deal with your mail situation and come up with a way to sort through mail daily so it doesn't pile up
- **ONE LOAD OF LAUNDRY**  
declutter counter clutter, cabinets & drawers

## DO THESE WEEKLY

- **MONDAY**  
clean the bathrooms
- **TUESDAY**  
dust the house, surfaces, etc.
- **WEDNESDAY**  
vacuum the floors
- **THURSDAY**  
wash the floors
- **FRIDAY**  
catch up on tasks, do a monthly focus or rotating task
- **SATURDAY**  
launder any sheets and towels
- **SUNDAY**  
relax, just do the daily tasks