

December Checklists

MONTHLY FOCUS: OFFICE/PAPERWORK

- **DECLUTTER**
clear surfaces and lose anything you don't use or love
- **EVALUATE**
look at methods and systems already in place
- **FIND 3 TROUBLE SPOTS**
write them down and commit to taking care of them
- **SOMETHING NEW**
choose a new method or way of doing something to simplify your paper
- **SHRED, SHRED, SHRED**
shred those documents that you no longer need
- **SUPPLIES**
shop the house for supplies for your new systems
- **SET UP YOUR SYSTEMS**
whether it's a new filing system or an attempt to go paperless, get something in place that will free you up from handling paper
- **ADD ON**
once the first system is in place and working, add the next one

ROTATING TASKS

- **VACUUM BASEBOARDS**
use nozzle or brush attachment
- **VACUUM / SPOT CLEAN FURNITURE**
treat any spots or stains
- **LIGHT FIXTURES: OFFICE OR BEDROOMS**
focus on just the office or bedroom 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
- **CLEAN WINDOW TREATMENTS**
dust and/or launder window treatments and blinds
- **LAMPS**
dust and clean lamps and shades
- **WIPE DOWN APPLIANCES**
wipe down household appliances

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