

# January Checklists

## MONTHLY FOCUS: WHOLE HOUSE DECLUTTER

- **WHOLE HOUSE QUICK DECLUTTER**  
gather at least 3 bags of stuff you can get rid of
- **CLEAN SURFACES**  
clean clutter from surfaces (counters, dressers, etc.)
- **SORT**  
sort through any paper piles on counters or surfaces
- **MAIL**  
deal with your mail situation and come up with a way to sort through mail daily so it doesn't pile up
- **KITCHEN**  
declutter counter clutter, cabinets & drawers
- **BATHROOM(S)**  
declutter counter clutter, toiletries, cabinets & drawers
- **BEDROOM(S)**  
declutter surfaces, linens, clothing
- **LIVING AREAS**  
declutter toys, storage, and flat surfaces
- **OTHER AREAS**  
declutter attic, basement, garage & storage areas

## ROTATING TASKS

- **VACUUM BASEBOARDS**  
use nozzle or brush attachment
- **VACUUM / SPOT CLEAN FURNITURE**  
treat any spots or stains
- **LIGHT FIXTURES: WHOLE HOUSE**  
do a quick dust of the light fixtures in the whole house
- **WASH RUGS**  
wash bathroom and area rugs
- **POLISH WOOD FURNITURE**  
give your furniture a little extra shine
- **CHANGE FILTERS**  
furnace, humidifier, dehumidifier, air cleaner
- **CLEAN OVEN**  
use self-clean feature on oven or wipe out
- **WIPE DOWN APPLIANCES**  
wipe down household appliances (dishwasher, washer and dryer, etc.)
- **WASH WINDOWS**  
clean inside and out

## 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