

# July Checklists

## MONTHLY FOCUS: ORGANIZING SYSTEMS

- **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 life
- **PERSPECTIVE**  
ask a friend for ideas or take pictures to see it in a new light
- **SUPPLIES**  
shop the house for supplies to put your new systems in place
- **SET UP YOUR SYSTEMS**  
show family members how to implement
- **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: BATHROOMS**  
focus on just the bathroom ones this month
- **WASH RUGS**  
wash bathroom and area rugs
- **POLISH WOOD FURNITURE**  
give your furniture a little extra shine
- **CLEAN OVEN, FRIDGE & FREEZER**  
remove food & wipe, use self-clean feature on oven
- **DUST CEILINGS & CORNERS**  
use an extendable duster or put a t-shirt on a broom and reach those nooks and crannies
- **WIPE DOWN APPLIANCES**  
wipe down household appliances
- **CHANGE FILTERS**  
furnace, humidifier, dehumidifier, air cleaner

## 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