November Checklists

MONTHLY FOCUS: LIVING AREAS

- **DECLUTTER**
  clear surfaces and lose anything you don't use or love

- **CLEAN SURFACES**
  dust and/or clean all surfaces

- **LIGHT FIXTURES & LAMPS**
  dust and clean all light fixtures, lamps, and shades in living areas

- **WINDOW TREATMENTS**
  dust and/or launder window treatments and blinds

- **CLEAN & FLUFF**
  pillows, blankets, and cushions

- **FRESH START**
  thoroughly vacuum and wash floors if necessary

- **CLEAN MOST TOUCHED AREAS**
  wipe handles, knobs, doors, remotes, phones

- **PREPARE**
  add items to encourage family time and relaxation – games, books, pillows, a candle, etc.

ROTATING TASKS

- **VACUUM & WASH BASEBOARDS**
  use nozzle or brush attachment and wipe thoroughly

- **CLEAN VENTS**
  use your vacuum cleaner hose attachment to clean or remove and rinse with warm water

- **VACUUM / SPOT CLEAN FURNITURE**
  treat any spots or stains

- **LIGHT FIXTURES: LIVING AREAS**
  focus on just the living areas this month

- **WASH RUGS**
  wash bathroom and area rugs

- **POLISH WOOD FURNITURE**
  give your furniture a little extra shine

- **DUST CEILINGS & CORNERS**
  use an extendable duster or put a t-shirt on a broom and reach those nooks and crannies

- **SPOT CLEAN WALLS**
  wipe away any marks and hand prints

- **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