

October Checklists

MONTHLY FOCUS: LAUNDRY ROOM/AREA

- **DECLUTTER**
clear laundry room/area of unnecessary items
- **CLEAN**
clean and wipe any shelves or drawers
- **DEEP CLEAN**
washer and dryer
- **EVALUATE**
what is/isn't working
- **TOSS & DONATE**
items that are no longer needed or wanted
- **ORGANIZE**
group like items together
- **CONTAIN**
use pretty containers to make supplies attractive
- **LABEL**
to make locating items easier and to unify the space
- **PRACTICE**
take it out, put it away and do a load of laundry every day to keep it manageable

ROTATING TASKS

- **VACUUM BASEBOARDS**
use nozzle or brush attachment
- **VACUUM / SPOT CLEAN FURNITURE**
treat any spots or stains
- **LIGHT FIXTURES: LAUNDRY ROOM / AREA**
focus on just the laundry room / area 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 OVEN**
use self-clean feature on oven or wipe out
- **VACUUM GARAGE / BASEMENT / STORAGE**
use a broom or vacuum to clean out those seldom cleaned areas – donate items you no longer need
- **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