

September Checklists

MONTHLY FOCUS: ENTRYWAY/MUDROOM

- **DECLUTTER**
completely empty and clean the entryway (coat closet, bench, etc.)
- **CLEAN**
clean and wipe shelves and wash/vacuum the floor and outside entry area
- **EVALUATE**
what is/isn't working – add storage and make sure you have a place to hang guests' coats
- **ORGANIZE & CONTAIN**
group like items together
- **PRACTICE**
take it out, put it away
- **SLIPPER BASKET**
make your guests feel comfortable by adding a basket with socks or slippers for them to slip on upon arrival
- **GARMENT CARE KIT**
keep a lint roller, sweater shaver, and any garment care items in a basket for any clothing mishaps

ROTATING TASKS

- **VACUUM BASEBOARDS**
use nozzle or brush attachment
- **VACUUM / SPOT CLEAN FURNITURE**
treat any spots or stains
- **LIGHT FIXTURES: ENTRYWAY / MUDROOM**
focus on just the entryway/mudroom ones this month
- **WASH RUGS**
wash bathroom and area rugs
- **POLISH WOOD FURNITURE**
give your furniture a little extra shine
- **CLEAN WINDOW TREATMENTS**
dust and/or launder window treatments and blinds
- **WASH / FLUFF PILLOWS & BEDDING**
wash quilts, duvet cover, pillows
- **ROTATE / VACUUM MATTRESSES**
give your mattress a little turn and clean
- **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