

SIMPLY CLEAN

The PROVEN METHOD *for*
KEEPING YOUR HOME ORGANIZED,
CLEAN, *and* BEAUTIFUL
IN JUST 10 MINUTES A DAY

BECKY RAPINCHUK

APPENDIX

DAILY CLEANING TASKS CHECKLIST			
	✓		✓
Make beds		Make beds	
Check floors		Check floors	
Wipe counters		Wipe counters	
Declutter		Declutter	
Do laundry		Do laundry	
Make beds		Make beds	
Check floors		Check floors	
Wipe counters		Wipe counters	
Declutter		Declutter	
Do laundry		Do laundry	
Make beds		Make beds	
Check floors		Check floors	
Wipe counters		Wipe counters	
Declutter		Declutter	
Do laundry		Do laundry	
Make beds		Make beds	
Check floors		Check floors	
Wipe counters		Wipe counters	
Declutter		Declutter	
Do laundry		Do laundry	
Make beds		Make beds	
Check floors		Check floors	
Wipe counters		Wipe counters	
Declutter		Declutter	
Do laundry		Do laundry	

APPENDIX

WEEKLY CLEANING TASKS CHECKLIST			
	✓		✓
Monday—Bathroom cleaning day		Monday—Bathroom cleaning day	
Tuesday—Dusting day		Tuesday—Dusting day	
Wednesday—Vacuuming day		Wednesday—Vacuuming day	
Thursday—Floor washing day		Thursday—Floor washing day	
Friday—Catch-all day		Friday—Catch-all day	
Saturday—Sheets + towels day		Saturday—Sheets + towels day	
Sunday—Daily cleaning tasks		Sunday—Daily cleaning tasks	
Monday—Bathroom cleaning day		Monday—Bathroom cleaning day	
Tuesday—Dusting day		Tuesday—Dusting day	
Wednesday—Vacuuming day		Wednesday—Vacuuming day	
Thursday—Floor washing day		Thursday—Floor washing day	
Friday—Catch-all day		Friday—Catch-all day	
Saturday—Sheets + towels day		Saturday—Sheets + towels day	
Sunday—Daily cleaning tasks		Sunday—Daily cleaning tasks	
Monday—Bathroom cleaning day		Monday—Bathroom cleaning day	
Tuesday—Dusting day		Tuesday—Dusting day	
Wednesday—Vacuuming day		Wednesday—Vacuuming day	
Thursday—Floor washing day		Thursday—Floor washing day	
Friday—Catch-all day		Friday—Catch-all day	
Saturday—Sheets + towels day		Saturday—Sheets + towels day	
Sunday—Daily cleaning tasks		Sunday—Daily cleaning tasks	
Monday—Bathroom cleaning day		Monday—Bathroom cleaning day	
Tuesday—Dusting day		Tuesday—Dusting day	
Wednesday—Vacuuming day		Wednesday—Vacuuming day	
Thursday—Floor washing day		Thursday—Floor washing day	
Friday—Catch-all day		Friday—Catch-all day	
Saturday—Sheets + towels day		Saturday—Sheets + towels day	
Sunday—Daily cleaning tasks		Sunday—Daily cleaning tasks	

APPENDIX

THE SIMPLY CLEAN METHOD—DAILY, WEEKLY, AND ROTATING TASKS REFERENCE CHECKLIST	
Daily	Completed daily, these tasks are the secret to keeping your home tidy most of the time
	<ul style="list-style-type: none"> <input type="checkbox"/> Make beds—make your bed and teach the others in your home to make their beds, too <input type="checkbox"/> Check floors—sweep/vacuum as needed with a broom, vacuum, or microfiber floor duster <input type="checkbox"/> Wipe counters—wipe kitchen counters down after meals and check bathroom counters <input type="checkbox"/> Declutter—pick up clutter during the day and in the evening <input type="checkbox"/> Do laundry—complete one load of laundry from start to finish every day
Weekly	The weekly tasks rotate through the week. Complete as quickly as possible, aiming for 10 minutes. Complete anything lingering on Friday or the next week.
	<ul style="list-style-type: none"> <input type="checkbox"/> Monday—Bathroom cleaning day <input type="checkbox"/> Tuesday—Dusting day <input type="checkbox"/> Wednesday—Vacuuming day <input type="checkbox"/> Thursday—Floor washing day <input type="checkbox"/> Friday—Catch-all day <input type="checkbox"/> Saturday—Sheets + towels day <input type="checkbox"/> Sunday—Daily cleaning tasks
Monthly/Rotating	The monthly/rotating tasks are completed on a monthly, bimonthly, and quarterly basis. Follow the Monthly/Rotating Cleaning Tasks Checklist—for what tasks to complete and when to complete them.
	<ul style="list-style-type: none"> <input type="checkbox"/> Vacuum baseboards—use your nozzle or brush attachment <input type="checkbox"/> Wash baseboards—wipe thoroughly <input type="checkbox"/> Clean light fixtures—tackle one room/area a month <input type="checkbox"/> Wash rugs—wash bathroom and area rugs <input type="checkbox"/> Clean oven—use self-clean feature on oven or wipe out <input type="checkbox"/> Clean refrigerator + freezer—remove food and wipe thoroughly <input type="checkbox"/> Clean appliances—clean your household appliances (dishwasher, washer + dryer, etc.) <input type="checkbox"/> Polish wood furniture—give your furniture a little extra clean and polish <input type="checkbox"/> Spot-clean walls—wipe away any marks and handprints <input type="checkbox"/> Spot-clean furniture—treat any spots and stains <input type="checkbox"/> Rotate/vacuum mattresses—give your mattresses a little turn and clean <input type="checkbox"/> Laundry bedding—wash quilts, duvet covers, pillows <input type="checkbox"/> Clean window treatments—vacuum, wipe, and/or launder any window treatments <input type="checkbox"/> Wash windows—clean inside and out <input type="checkbox"/> Replace filters—furnace, humidifier, dehumidifier, air cleaner, etc. <input type="checkbox"/> Wipe switches/phone/remotes—give those most-touched areas a quick clean

APPENDIX

THE 7-DAY SIMPLY CLEAN KICK START CHECKLIST	
	✓
Day 1: Decluttering	
Day 2: Bathrooms	
Day 3: Dusting	
Day 4: Vacuuming	
Day 5: Floor washing	
Day 6: Catch-all day	
Day 7: Laundry	

APPENDIX

THE 28-DAY SIMPLY CLEAN CHALLENGE CHECKLIST		
		✓
WEEK 1: KITCHEN	Day 1: Clear and clean kitchen counters	
	Day 2: Clean small appliances	
	Day 3: Purge and clean refrigerator and freezer	
	Day 4: Clean oven and wipe appliance fronts	
	Day 5: Clear and clean pantry or food storage area	
	Day 6: Empty, declutter, and clean at least two drawers and cupboards (or one of each)	
	Day 7: Catch-all day	
WEEK 2: LIVING SPACES	Day 8: Clear all flat surfaces	
	Day 9: Dust light fixtures	
	Day 10: Dust corners, vents, and baseboards	
	Day 11: Deep vacuum—vacuum edges and under furniture	
	Day 12: Declutter and clean storage areas	
	Day 13: Launder throws, pillows, and blankets	
	Day 14: Catch-all day	
WEEK 3: BATHROOMS	Day 15: Declutter all surfaces	
	Day 16: Dust light fixtures	
	Day 17: Vacuum floors, baseboards, and vents	
	Day 18: Wash floors and baseboards	
	Day 19: Empty, declutter, and clean at least two drawers or cupboards (or one of each)	
	Day 20: Take inventory of bathroom linens—donate, toss, or keep	
	Day 21: Catch-all day	
WEEK 4: BEDROOMS	Day 22: Declutter and dust all surfaces	
	Day 23: Thorough vacuuming	
	Day 24: Vacuum and wash baseboards	
	Day 25: Clean and vacuum under beds	
	Day 26: Purge any unused/unwanted clothing	
	Day 27: Wash pillows and bedding	
	Day 28: Catch-all day	

APPENDIX

THE 28-DAY SIMPLY CLEAN CHALLENGE + DAILY AND WEEKLY TASKS CHECKLIST	
WEEK 1: KITCHEN	
Day 1: Clear and clean kitchen counters	Day 2: Clean small appliances
Sunday—Daily cleaning tasks	Monday—Bathroom cleaning day
<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry	<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry
Day 3: Purge and clean refrigerator and freezer	Day 4: Clean oven and wipe appliance fronts
Tuesday—Dusting day	Wednesday—Vacuuming day
<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry	<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry
Day 5: Clear and clean pantry or food storage area	Day 6: Empty, declutter, and clean at least two drawers and cupboards (or one of each)
Thursday—Floor washing day	Friday—Catch-all day
<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry	<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry
Day 7: Catch-all day	
Saturday—Sheets + towels day	
<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry	

APPENDIX

WEEK 2: LIVING SPACES	
Day 8: Clear all flat surfaces	Day 9: Dust light fixtures
Sunday—Daily cleaning tasks	Monday—Bathroom cleaning day
<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry	<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry
Day 10: Dust corners, vents, and baseboards	Day 11: Deep vacuum—edges and under furniture
Tuesday—Dusting day	Wednesday—Vacuuming day
<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry	<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry
Day 12: Declutter and clean storage areas	Day 13: Launder throws, pillows, and blankets
Thursday—Floor washing day	Friday—Catch-all day
<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry	<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry
Day 14: Catch-all day	
Saturday—Sheets + towels day	
<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry	

APPENDIX

WEEK 3: BATHROOMS	
Day 15: Declutter all surfaces	Day 16: Dust light fixtures
Sunday—Daily cleaning tasks	Monday—Bathroom cleaning day
<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry	<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry
Day 17: Vacuum floors, baseboards, and vents	Day 18: Wash floors and baseboards
Tuesday—Dusting day	Wednesday—Vacuuming day
<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry	<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry
Day 19: Empty, declutter, and clean at least two drawers or cupboards (or one of each)	Day 20: Take inventory of bathroom linens: donate, toss, or keep
Thursday—Floor washing day	Friday—Catch-all day
<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry	<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry
Day 21: Catch-all day	
Saturday—Sheets + towels day	
<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry	

APPENDIX

WEEK 4: BEDROOMS	
Day 22: Declutter and dust all surfaces	Day 23: Thorough vacuuming
Sunday—Daily cleaning tasks	Monday—Bathroom cleaning day
<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry	<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry
Day 24: Vacuum and wash baseboards	Day 25: Clean and vacuum under beds
Tuesday—Dusting day	Wednesday—Vacuuming day
<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry	<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry
Day 26: Purge any unused/unwanted clothing	Day 27: Wash pillows and bedding
Thursday—Floor washing day	Friday—Catch-all day
<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry	<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry
Day 28: Catch-all day	
Saturday—Sheets + towels day	
<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry	

APPENDIX

MONTHLY/ROTATING CLEANING TASKS CHECKLIST	
<p>Complete these monthly rotating cleaning tasks when it works for you and your schedule. The most efficient way to complete these tasks is to pair them with weekly cleaning tasks when you are able. If you're vacuuming on Wednesday, vacuum the baseboards at the same time. If you're washing floors on Thursday, wash your throw rugs as you're gathering them to wash the floors.</p>	
JANUARY	FEBRUARY
<ul style="list-style-type: none"> <input type="checkbox"/> Vacuum baseboards <input type="checkbox"/> Vacuum + spot-clean furniture <input type="checkbox"/> Clean light fixtures—kitchen <input type="checkbox"/> Wash rugs <input type="checkbox"/> Polish wood furniture <input type="checkbox"/> Change filters <input type="checkbox"/> Clean oven <input type="checkbox"/> Wash windows—inside + out <input type="checkbox"/> Wipe down appliances 	<ul style="list-style-type: none"> <input type="checkbox"/> Vacuum baseboards <input type="checkbox"/> Wash baseboards <input type="checkbox"/> Vacuum + spot-clean furniture <input type="checkbox"/> Clean light fixtures—living/dining rooms <input type="checkbox"/> Wash rugs <input type="checkbox"/> Polish wood furniture <input type="checkbox"/> Wipe switches/phones/remotes <input type="checkbox"/> Spot-clean walls <input type="checkbox"/> Wipe down appliances
MARCH	APRIL
<ul style="list-style-type: none"> <input type="checkbox"/> Vacuum baseboards <input type="checkbox"/> Vacuum + spot-clean furniture <input type="checkbox"/> Clean light fixtures—family room <input type="checkbox"/> Wash rugs <input type="checkbox"/> Polish wood furniture <input type="checkbox"/> Dust ceilings and corners <input type="checkbox"/> Wash/fluff pillows + bedding <input type="checkbox"/> Turn/rotate/vacuum mattresses <input type="checkbox"/> Wipe down appliances 	<ul style="list-style-type: none"> <input type="checkbox"/> Vacuum baseboards <input type="checkbox"/> Vacuum + spot-clean furniture <input type="checkbox"/> Clean light fixtures—bathrooms <input type="checkbox"/> Wash rugs <input type="checkbox"/> Polish wood furniture <input type="checkbox"/> Clean oven <input type="checkbox"/> Wipe switches/phones/remotes <input type="checkbox"/> Launder draperies <input type="checkbox"/> Wipe down appliances
MAY	JUNE
<ul style="list-style-type: none"> <input type="checkbox"/> Vacuum baseboards <input type="checkbox"/> Wash baseboards <input type="checkbox"/> Vacuum + spot-clean furniture <input type="checkbox"/> Clean light fixtures—main bedroom <input type="checkbox"/> Wash rugs <input type="checkbox"/> Polish wood furniture <input type="checkbox"/> Clean window treatments <input type="checkbox"/> Spot-clean walls <input type="checkbox"/> Wipe down appliances 	<ul style="list-style-type: none"> <input type="checkbox"/> Vacuum baseboards <input type="checkbox"/> Vacuum + spot-clean furniture <input type="checkbox"/> Clean light fixtures—other bedrooms <input type="checkbox"/> Wash rugs <input type="checkbox"/> Polish wood furniture <input type="checkbox"/> Change filters <input type="checkbox"/> Clean oven <input type="checkbox"/> Wash windows—inside + out <input type="checkbox"/> Wipe down appliances

APPENDIX

MONTHLY/ROTATING CLEANING TASKS CHECKLIST	
JULY	AUGUST
<ul style="list-style-type: none"> <input type="checkbox"/> Vacuum baseboards <input type="checkbox"/> Vacuum + spot-clean furniture <input type="checkbox"/> Clean light fixtures—kitchen <input type="checkbox"/> Wash rugs <input type="checkbox"/> Polish wood furniture <input type="checkbox"/> Clean oven <input type="checkbox"/> Dust ceilings and corners <input type="checkbox"/> Clean refrigerator + freezer <input type="checkbox"/> Wipe down appliances 	<ul style="list-style-type: none"> <input type="checkbox"/> Vacuum baseboards <input type="checkbox"/> Wash baseboards <input type="checkbox"/> Vacuum + spot-clean furniture <input type="checkbox"/> Clean light fixtures—living/dining rooms <input type="checkbox"/> Wash rugs <input type="checkbox"/> Polish wood furniture <input type="checkbox"/> Wipe switches/phones/remotes <input type="checkbox"/> Spot-clean walls <input type="checkbox"/> Wipe down appliances
SEPTEMBER	OCTOBER
<ul style="list-style-type: none"> <input type="checkbox"/> Vacuum baseboards <input type="checkbox"/> Vacuum + spot-clean furniture <input type="checkbox"/> Clean light fixtures—family room <input type="checkbox"/> Wash rugs <input type="checkbox"/> Polish wood furniture <input type="checkbox"/> Clean window treatments <input type="checkbox"/> Wash/fluff pillows + bedding <input type="checkbox"/> Turn/rotate/vacuum mattresses <input type="checkbox"/> Wipe down appliances 	<ul style="list-style-type: none"> <input type="checkbox"/> Vacuum baseboards <input type="checkbox"/> Vacuum + spot-clean furniture <input type="checkbox"/> Clean light fixtures—bathrooms <input type="checkbox"/> Wash rugs <input type="checkbox"/> Polish wood furniture <input type="checkbox"/> Wipe switches/phones/remotes <input type="checkbox"/> Vacuum garage <input type="checkbox"/> Vacuum basement/storage area <input type="checkbox"/> Wipe down appliances
NOVEMBER	DECEMBER
<ul style="list-style-type: none"> <input type="checkbox"/> Vacuum baseboards <input type="checkbox"/> Wash baseboards <input type="checkbox"/> Vacuum + spot-clean furniture <input type="checkbox"/> Clean light fixtures—main bedroom <input type="checkbox"/> Wash rugs <input type="checkbox"/> Polish wood furniture <input type="checkbox"/> Dust ceilings and corners <input type="checkbox"/> Spot-clean walls <input type="checkbox"/> Wipe down appliances 	<ul style="list-style-type: none"> <input type="checkbox"/> Vacuum baseboards <input type="checkbox"/> Vacuum + spot-clean furniture <input type="checkbox"/> Clean light fixtures—other bedrooms <input type="checkbox"/> Wash rugs <input type="checkbox"/> Polish wood furniture <input type="checkbox"/> Wipe switches/phones/remotes <input type="checkbox"/> Spot-clean walls <input type="checkbox"/> Wipe down appliances

APPENDIX

SPRING CLEANING CHECKLIST			
Use this thorough checklist to spring clean your entire home in 31 tasks or days. Use it how it works for you and your schedule and you'll be opening the windows and letting in that fresh air in no time.			
Get ready	✓	Kitchen	✓
Declutter your cleaning supply storage		Empty and clean at least one cupboard and drawer	
Clean under bathroom and kitchen sinks		Wash/wipe cupboard doors and drawers	
Gather your tools—make a spring cleaning caddy		Clean refrigerator and freezer	
Whole house	✓	Clean oven, microwave, and dishwasher	
Dust corners, edges, and ceilings with a long-handled duster		Clean small appliances	
Clean doors and doorknobs		Clean pantry/food storage area	
Clean light switches and switch plates		Scrub sink and faucet	
Vacuum and wipe baseboards		Bedrooms	✓
Wash hard surface floors		Clean lamps and lampshades	
Vacuum/clean floor and wall vents		Thoroughly dust all surfaces	
Dust ceiling fans and light fixtures		Clean and vacuum under beds	
Clean window blinds and window treatments		Fluff and/or launder pillows, bedding, and blankets	
Wash windows and clean window casings		Bathrooms	✓
Deep clean/shampoo carpets		Thoroughly clean toilets, sinks, tubs, and showers	
Living areas	✓	Wash cupboard and drawer fronts	
Clean lamps and lampshades		Wash bath mats, rugs, window treatments, and shower curtains	
Launder pillows and throws and/or fluff them in the dryer			
Thoroughly dust all surfaces			
Vacuum under furniture			

APPENDIX

MONTHLY FOCUS AREAS CHECKLIST	
January: Whole-House Declutter	February: Kitchen
<p>Follow the Whole-House Declutter Checklist on page 245 for a more detailed list.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Declutter—do a quick whole-house declutter and gather at least 3 bags you can get rid of <input type="checkbox"/> Clean surfaces—remove clutter from flat surfaces (counters, dressers, etc.) <input type="checkbox"/> Sort—sort through any existing paper piles that are out on counters or surfaces <input type="checkbox"/> Mail—deal with your mail situation and come up with a way to sort through mail daily so it doesn't pile up <input type="checkbox"/> Kitchen—declutter counters, cabinets, and drawers <input type="checkbox"/> Bathroom(s)—declutter counters, toiletries, cabinets, and drawers <input type="checkbox"/> Bedroom(s)—declutter surfaces, linens, and clothing <input type="checkbox"/> Living areas—declutter toys, storage, and flat surfaces <input type="checkbox"/> Other areas—declutter attic, basement, garage, and/or storage areas 	<ul style="list-style-type: none"> <input type="checkbox"/> Declutter—completely clear counters and wipe clean <input type="checkbox"/> Clean surfaces—wipe cabinet and drawer fronts <input type="checkbox"/> Deep clean—clean refrigerator, freezer, and oven <input type="checkbox"/> Food storage—clean pantry or food storage area—discard any expired food <input type="checkbox"/> Toss or donate—items that are no longer needed or wanted <input type="checkbox"/> Organize—group like items together <input type="checkbox"/> Contain—use pretty containers to make food and cooking supplies more attractive <input type="checkbox"/> Label—to make locating items easier and to unify the space <input type="checkbox"/> Scrub—scrub the kitchen sink <input type="checkbox"/> Clean most-touched areas—wipe knobs, doors, and handles
March: Spring Cleaning	April: Bathrooms
<p>Follow the Spring Cleaning Checklist on page 93 for a more detailed list.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Declutter—clear surfaces and lose anything you don't use or love <input type="checkbox"/> Clean surfaces—dust and/or clean all surfaces <input type="checkbox"/> Light fixtures and lamps—dust and/or clean all light fixtures, lamps, and shades <input type="checkbox"/> Window treatments—dust and/or launder window treatments and blinds <input type="checkbox"/> Clean + fluff—rotate/flip mattresses and clean pillows, blankets, and bedding <input type="checkbox"/> Clean floors—thoroughly vacuum and wash all floors <input type="checkbox"/> Clean most-touched areas—wipe handles, light switches/switch plates, knobs, doors, remotes, and phones <input type="checkbox"/> Deep clean—carpeted areas, wash windows, wash doors, and wash baseboards 	<ul style="list-style-type: none"> <input type="checkbox"/> Declutter—clear bathroom surfaces of any unnecessary items <input type="checkbox"/> Clean—clean and wipe all surfaces (counters, toilets, showers, bathtubs) <input type="checkbox"/> Deep clean—vacuum and wash baseboards and floors <input type="checkbox"/> Dust—dust and clean light fixtures <input type="checkbox"/> Window treatments—dust and/or launder window treatments and blinds <input type="checkbox"/> Clean—shower curtains and bath mats <input type="checkbox"/> Clean most-touched areas—wipe handles, knobs, doors, and switches/switch plates <input type="checkbox"/> Stock up—plan ahead and stock up on toilet paper, tissues, and toiletries <input type="checkbox"/> Practice—take it out, put it away with toiletries and any items on the counters <input type="checkbox"/> Ambience—add something special—new towels, a candle, container for cotton balls, etc.

APPENDIX

May: Garage or basement	June: Bedroom(s)
<ul style="list-style-type: none"> <input type="checkbox"/> Declutter—clear surfaces and lose anything you don't use or love <input type="checkbox"/> Clean—dust and/or clean all surfaces <input type="checkbox"/> Sweep or vacuum—clean garage floor <input type="checkbox"/> Organize—put systems in place that will get your household through the summer <input type="checkbox"/> Wash vehicles—wash or take to be washed <input type="checkbox"/> Vacuum floors—thoroughly vacuum and clean vehicle floors <input type="checkbox"/> Clean most-touched areas—wipe handles, knobs, doors, and switches/switch plates <input type="checkbox"/> Deep clean—wash vehicle windows, clean dashboard, empty trunk, etc. 	<ul style="list-style-type: none"> <input type="checkbox"/> Declutter—clear surfaces and lose anything you don't use or love <input type="checkbox"/> Clean surfaces—dust and/or clean all surfaces <input type="checkbox"/> Evaluate—what is/isn't working—write it down and plan it out <input type="checkbox"/> Light fixtures and lamps—dust and clean all light fixtures, lamps, and shades <input type="checkbox"/> Clean + fluff—pillows, blankets, and bedding <input type="checkbox"/> Fresh start—thoroughly vacuum and/or wash floors <input type="checkbox"/> Relax—add items to encourage calm and relaxation. Make sure the bedside table(s) are cleaned off and add a book that's been on your list to read.
July: Organizing Systems	August: Closets
<ul style="list-style-type: none"> <input type="checkbox"/> Declutter—clear surfaces and lose anything you don't use or love <input type="checkbox"/> Evaluate—look at methods and systems already in place <input type="checkbox"/> Find 3 trouble spots—write them down and commit to taking care of them <input type="checkbox"/> Something new—choose a new method or way of doing something to simplify your life <input type="checkbox"/> Perspective—ask a friend for ideas or take pictures to see it in a new light <input type="checkbox"/> Supplies—shop the house for supplies to put your new systems in place <input type="checkbox"/> Set up your systems—show family members how to implement <input type="checkbox"/> Add on—once the first system is in place and working, add the next one 	<ul style="list-style-type: none"> <input type="checkbox"/> Declutter—completely empty and clean the space <input type="checkbox"/> Clean surfaces—clean and wipe shelves and wash/vacuum the floor <input type="checkbox"/> Evaluate—what is/isn't working—write it down and plan it out <input type="checkbox"/> Toss or donate—items that are no longer needed, wanted, or don't fit <input type="checkbox"/> Organize—group like items together <input type="checkbox"/> Label—to make locating items easier and more uniform <input type="checkbox"/> Practice—take it out, put it away to keep it neat and tidy going forward

APPENDIX

September: Entryway or Mudroom	October: Laundry Room or Area
<ul style="list-style-type: none"> <input type="checkbox"/> Declutter—completely empty and clean the entryway (coat closet, bench, etc.) <input type="checkbox"/> Clean—clean and wipe shelves and wash/vacuum the floor and outside entry area <input type="checkbox"/> Evaluate—what is/isn't working—add storage and make sure you have a place to hang guests' coats <input type="checkbox"/> Organize + contain—group like items together <input type="checkbox"/> Practice—take it out, put it away <input type="checkbox"/> Slipper basket—if you want to make your guests feel especially comfortable and keep shoes at the door, add a basket with socks or slippers for them to slip on upon arrival <input type="checkbox"/> Garment care kit—keep a lint roller, sweater shaver, and any garment care items in a basket for any clothing mishaps 	<ul style="list-style-type: none"> <input type="checkbox"/> Declutter—clear laundry room or laundry area of unnecessary items <input type="checkbox"/> Clean—clean and wipe any shelves or drawers <input type="checkbox"/> Deep clean—washer and dryer <input type="checkbox"/> Evaluate—what is/isn't working <input type="checkbox"/> Toss or donate—items that are no longer needed or wanted <input type="checkbox"/> Organize—group like items together <input type="checkbox"/> Contain—use pretty containers to make supplies more attractive <input type="checkbox"/> Label—to make locating items easier and to unify the space <input type="checkbox"/> Practice—take it out, put it away, and do a load of laundry every day to keep it manageable
November: Living Areas	December: Office/Paperwork
<ul style="list-style-type: none"> <input type="checkbox"/> Declutter—clear surfaces and lose anything you don't use or love <input type="checkbox"/> Clean surfaces—dust and/or clean all surfaces <input type="checkbox"/> Light fixtures and lamps—dust and clean all light fixtures, lamps, and shades <input type="checkbox"/> Window treatments—dust and/or launder window treatments and blinds <input type="checkbox"/> Clean + fluff—pillows, blankets, and cushions <input type="checkbox"/> Fresh start—thoroughly vacuum and wash floors if necessary <input type="checkbox"/> Clean most-touched areas—wipe handles, knobs, doors, remotes, and phones <input type="checkbox"/> Ambience—add items to encourage family time and relaxation—games, books, pillows, a candle, etc. 	<p>Follow the Keep or Toss Checklist on page 247 for a more detailed list.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Declutter—clear surfaces and lose anything you don't use or love <input type="checkbox"/> Evaluate—look at methods and systems already in place <input type="checkbox"/> Find 3 trouble spots—write them down and commit to taking care of them <input type="checkbox"/> Something new—choose a new method to simplify your paper situation <input type="checkbox"/> Shred, shred, shred—follow the Keep or Toss Checklist on page 247 for guidelines <input type="checkbox"/> Supplies—shop the house for supplies to put your new systems in place <input type="checkbox"/> Set up your systems—whether it's a new filing system or an attempt to go paperless, get something in place that will cut down on paper

APPENDIX

KITCHEN SPEED CLEANING CHECKLIST	
Use this checklist for after-dinner cleanup or just as a reference for how to get this job done in a hurry.	
Set a timer —Eliminate any distractions and set a timer for 10–15 minutes.	
Quick declutter —Collect anything on the counters and kitchen table that doesn't belong. Don't worry about putting these items away right now.	
Unload/load dishwasher —If you have dishes on the counter or sink, load them in the empty dishwasher.	
Clean the sink —Give your sink a little scrub. You'll be amazed how this simple task can impact your kitchen cleanliness.	
Wipe surfaces —Spray counters and the kitchen table and wipe clean with a cloth or sponge. Once you're in the habit of wiping down counters daily, this is a simple and manageable task.	
Check the stove for any spills —If you see any spills or burned-on food, quickly wipe them away.	
Quick sweep or vacuum —Check under the table and in the corners for any crumbs that can be quickly swept up.	
Put out fresh hand and dish towels —The final touch to the clean kitchen is a fresh towel.	

APPENDIX

BATHROOM SPEED CLEANING CHECKLIST	
Use this checklist for your weekly bathroom cleaning routine or for when you need to get this job done quickly.	
Counters and sinks —Clear off your counters and sinks	
Mirrors —Spray and wipe clean. I recommend a glass and mirror microfiber cloth for lint- and streak-free mirrors. Keep this cloth handy and reuse in each bathroom.	
Sink, toilet, and bathtub or shower —Quickly spray with your disinfecting cleaner. If you don't use a tub or shower regularly, you don't need to clean it weekly.	
Toilet —Do a quick clean with your preferred toilet cleaner and brush.	
Repeat these steps in each bathroom. Once you've done that, go back to the first bathroom and complete these steps:	
Sink, toilet, and bathtub or shower —Wipe off the cleaner using a separate cloth or paper towel for each to avoid cross contamination. Don't forget to clean the base of your toilets too!	
Place dirty cloths in a container and discard the paper towels.	
Repeat these steps in each bathroom.	

APPENDIX

STAIN REMOVAL CHART
With a quick response, most stains can be removed. Here are some of my favorite ways to remove common stains. Once you've tried the method, launder as usual.
Bodily fluids —Blot and soak up with cold water and treat with oxygen bleach alternative.
Fruit and juice —Run under warm water and treat the stain with white vinegar. If the fabric is white, treat with hydrogen peroxide.
Grease and oil —Keep a piece of white chalkboard chalk in the laundry room and draw over any grease stains. If the grease or oil stain is larger, sprinkle a little cornstarch over the stain and a drop of dish soap.
Ink —Dab with a cotton swab dipped in rubbing alcohol.
Sweat —Mix up a baking soda and water paste and scrub with a clean toothbrush to dissolve perspiration. Soak in ¼ cup oxygen bleach alternative and warm water in washing machine or a small laundry bucket for a couple hours or overnight.
Unknown stains —Rub with a bar of castile soap.
Wine —Blot with club soda or cool water and soak up stain.

APPENDIX

HOUSE FOR SALE CHECKLIST	
GET YOUR HOUSE READY TO SELL	QUICK CLEAN CHECKLIST FOR SHOWINGS
<ul style="list-style-type: none"> <input type="checkbox"/> Declutter house <input type="checkbox"/> Pack up unnecessary belongings <input type="checkbox"/> Clean walls <input type="checkbox"/> Clean light fixtures <input type="checkbox"/> Check light fixtures <input type="checkbox"/> Wash windows <input type="checkbox"/> Wash baseboards <input type="checkbox"/> Clean window treatments <input type="checkbox"/> Clean mirrors <input type="checkbox"/> Wipe switch plates <input type="checkbox"/> Clean appliances—inside + out <input type="checkbox"/> Deep clean kitchen <input type="checkbox"/> Clean off counters (kitchen/bath) <input type="checkbox"/> Deep clean bathrooms <input type="checkbox"/> Remove personal items (pictures) <input type="checkbox"/> Remove cobwebs—basement, garage, porch <input type="checkbox"/> Check/fix caulk in bathrooms <input type="checkbox"/> Clean carpets and floors <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ 	<ul style="list-style-type: none"> <input type="checkbox"/> Wipe down kitchen counters <input type="checkbox"/> Wipe fronts of appliances <input type="checkbox"/> Quick vacuum floors where needed <input type="checkbox"/> Quick wash floors where needed <input type="checkbox"/> Wipe down bathroom counters <input type="checkbox"/> Clean toilets <input type="checkbox"/> Put out clean towels <input type="checkbox"/> Fluff pillows on sofas <input type="checkbox"/> Make beds—arrange pillows <input type="checkbox"/> Open window treatments <input type="checkbox"/> Quick dust <input type="checkbox"/> Burn a candle or use air freshener <input type="checkbox"/> Take out all garbage <input type="checkbox"/> Put out clean rugs <input type="checkbox"/> Open window for fresh air <input type="checkbox"/> Pick up toys and personal items <input type="checkbox"/> Hide dirty laundry—take it with you if you need to! <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____

APPENDIX

QUICK HOME RESET CHECKLIST		
Need a quick reset to get you back on track? Use this checklist, add 15–30 minutes day for a little homekeeping, and in five days you'll be back on track.		
Day 1: Monday	Monday—Bathroom cleaning day	
	Task: declutter toiletries —go through bathroom cabinets, cupboards, drawers, and counters and toss anything that you no longer use or need.	
	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry </td> </tr> </table>	<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters
<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters	<input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry	
Day 2: Tuesday	Tuesday—Dusting day	
	Task: declutter kitchen counters —remove everything from kitchen counters, wash counters thoroughly, and put back only the items that you use and need.	
	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry </td> </tr> </table>	<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters
<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters	<input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry	
Day 3: Wednesday	Wednesday—Vacuuming day	
	Task: declutter clothes —go through your clothes or those of other family members and gather items that can be donated, passed on, or sold.	
	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry </td> </tr> </table>	<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters
<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters	<input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry	
Day 4: Thursday	Thursday—Floor washing day	
	Task: declutter under the kitchen sink —remove everything, spray and wipe clean, and toss any items that need to go. Return the necessities.	
	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry </td> </tr> </table>	<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters
<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters	<input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry	
Day 5: Friday	Friday—Catch-all day	
	Task: clear surfaces —look for places that clutter collects (bookcases, coffee tables, the kitchen table) and clear and clean the surfaces	
	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry </td> </tr> </table>	<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters
<input type="checkbox"/> Make beds <input type="checkbox"/> Check floors <input type="checkbox"/> Wipe counters	<input type="checkbox"/> Declutter <input type="checkbox"/> Do laundry	

APPENDIX

WHOLE-HOUSE DECLUTTER CHECKLIST			
Need a little direction in your decluttering? Use this checklist as a guide to declutter your whole house. Complete one task a day or a handful of tasks when you have time. Work at your own pace and enjoy a decluttered home.			
	✓		✓
Do a quick whole-house declutter—try to fill three garbage bags to the brim with clutter		Shoes	
		Luggage	
		Purses and bags	
		Toys	
Remove clutter from surfaces		Entryway	
Sort existing paper piles		Coats and outerwear	
File paperwork—create a system		Garage	
Refrigerator		Attic, basement, storage areas	
Freezer			
Food storage containers			
Kitchen counters			
Kitchen cupboards			
Kitchen drawers			
Pantry or food storage			
Kitchen small appliances			
Under the kitchen sink			
Laundry area			
Bathroom counters			
Bath and shower products			
Bathroom toiletries			
Bathroom cupboards			
Bathroom drawers			
Bathroom towels			
Linens and bedding			
Clothing			

APPENDIX

UNFINISHED TASKS CHECKLIST	
Use this checklist to jot down any tasks you want to complete as you're working your way through <i>Simply Clean</i> . Don't let a little task slow you down—write it down and come back to it.	
Task to be completed	Date completed
Task to be completed	Date completed
Task to be completed	Date completed
Task to be completed	Date completed
Task to be completed	Date completed
Task to be completed	Date completed
Task to be completed	Date completed
Task to be completed	Date completed
Task to be completed	Date completed
Task to be completed	Date completed

APPENDIX

KEEP OR TOSS CHECKLIST	
When sorting through papers and files, it's hard to know what to keep and what to toss—this little checklist should help! This is a general list. Different circumstances may apply to your specific paper pile.	
1 MONTH	<ul style="list-style-type: none"> <input type="checkbox"/> Receipts for nondeductible items <input type="checkbox"/> Deposit and ATM withdrawal slips <input type="checkbox"/> Reconciled bank statements—most of this information is online; keep the paper copy if you want a written record at home
1–3 YEARS	<ul style="list-style-type: none"> <input type="checkbox"/> Checkbook ledgers for business expenses/payments <input type="checkbox"/> Cancelled checks—if your bank returns them <input type="checkbox"/> Mortgage statements <input type="checkbox"/> Insurance records <input type="checkbox"/> Charitable contributions and donation receipts <input type="checkbox"/> All business- and income-related documents <input type="checkbox"/> Proof or receipts of all tax-deductible purchases
7+ YEARS	<ul style="list-style-type: none"> <input type="checkbox"/> State and federal income tax returns <input type="checkbox"/> W-2s and 1099s <input type="checkbox"/> Medical bills and statements—especially showing proof of payment <input type="checkbox"/> Any receipts that were used as tax deductions in the case of an audit <input type="checkbox"/> Cancelled checks or bank statements saved digitally <input type="checkbox"/> Mileage records, if you take the deduction <input type="checkbox"/> Real estate tax forms and records <input type="checkbox"/> Tax supporting documents—the IRS recommends keeping these for at least 6 years after filing if an error is suspected
FOREVER	<ul style="list-style-type: none"> <input type="checkbox"/> Birth certificates <input type="checkbox"/> Marriage/divorce papers <input type="checkbox"/> Auto titles <input type="checkbox"/> Mortgage statements <input type="checkbox"/> Investment statements <input type="checkbox"/> Passports <input type="checkbox"/> Receipts from major purchases for home improvement (for insurance claim information in the case of a loss) <input type="checkbox"/> Wills <input type="checkbox"/> Current life insurance policies <input type="checkbox"/> Medical records <input type="checkbox"/> Education records <input type="checkbox"/> Pension and retirement plans <input type="checkbox"/> Contracts <input type="checkbox"/> Property agreements