

DAILY CLEANING 101

Space	Task	✓
Kitchen	<p style="text-align: center;">End of day kitchen clean up:</p> <ul style="list-style-type: none"> *Spray & wipe down counters & table. *Load dishwasher before bed/Unload in am. *Rinse out, spray with cleaner, and wipe out sink. *Put clean washcloth & dish towel out. <p style="text-align: right;"><small>Time: 15 minutes</small></p>	
Floors	<p style="text-align: center;">Daily floor care:</p> <ul style="list-style-type: none"> *Sweep & vacuum the entire house. (If you cannot manage this, at least sweep the kitchen and entryway daily). <p style="text-align: right;"><small>Time: 15 minutes</small></p>	
Bedrooms	<p style="text-align: center;">Shower your bedrooms with love:</p> <ul style="list-style-type: none"> *Make beds as soon as you wake up. *Put dirty laundry in hamper. *Organize top of night stand & dresser daily. <p style="text-align: right;"><small>Time: 5 minutes</small></p>	
Bathrooms	<p style="text-align: center;">Freshen up all bathrooms daily:</p> <ul style="list-style-type: none"> *Spray & wipe down sinks & counters. *Swish toilets. *Spray showers with daily cleaner. <p style="text-align: right;"><small>Time: 5 minutes</small></p>	
Laundry	<p style="text-align: center;">Daily laundry care:</p> <ul style="list-style-type: none"> *Complete 1 full load of laundry (Wash, dry, fold, put away). Begin as soon as you wake up. <p style="text-align: right;"><small>Time: 15 minutes</small></p>	
10 minute Pick Up	<p style="text-align: center;">Whole house pick me up:</p> <ul style="list-style-type: none"> *Begin and end your day with a 10 minute pick up. Go through each room and put things back where they go. Take only a minute or so per room. <p style="text-align: right;"><small>Time: 10 minutes</small></p>	
Schedule	<p style="text-align: center;">Time management:</p> <ul style="list-style-type: none"> *Before bed, check your planner/calendar to prepare for the next day. As needed: set out items, pack lunches, write school checks, pack backpacks, lay out clothes, etc. <p style="text-align: right;"><small>Time: 10 minutes</small></p>	