

POSITIVE ORGANIZING ROUTINES / HOUSEHOLD MAINTENANCE CHECKLIST

If you can't do everything, just be consistent by doing some things consistently

Daily

- Make bed
- Sort mail and put away (5-10 minutes daily or choose 1 hour / 1 x per week)
- 5 minute pick up – *putting things from the day back where they belong + straighten hot spots/flat surfaces*
- Hang up/put away clothes, put away bags and shoes, hang up towels
- Wash dishes (unload AM/load PM), reset kitchen clearing counters, take out kitchen trash
- Write to do list for next day

Weekly - Reset

- Clean out bags/purses/backpacks
- Clear off and straighten desk and work areas
- Check action files and file paperwork (or file as you go)
- Clean out fridge + tidy pantry before grocery shop
- Laundry (one time or several days a week) – complete the cycle – wash, dry, fold/hang, put away
- Cleaning: Vacuum/sweep, mop, change out towels and sheets, clean bathrooms*

Monthly – Do Special Projects

- Pay bills (1-2 x per month)
- Recycle outdated catalogs and magazines
- Clean out and vacuum car

Quarterly / Seasonally (review organizing systems) – spring & fall

- Decluttering session: rotate clothes and cull all closets; rotate seasonal gear (spring and fall)*
- Decluttering session: purge toys and games, kids art, books, digital photos, phone apps (spring and fall)*
- Decluttering session: tidy up + purge drawers and cabinets (kitchen, bathroom, office, junk drawers)*

Annually purge and revamp areas | garage, laundry room, household files, gift wrap and holiday décor