

15 MINUTE TIDY CHECKLIST

CHOOSE A ROOM, SET A TIMER FOR THE MINUTES ALLOTTED AND RACE THE CLOCK TO GET AS MUCH DONE IN THE TIME POSSIBLE! EACH ROOM TOTALING 15 MINUTES.

KITCHEN: - 15 MINUTES

- [5 MIN] CLEAR COUNTERTOPS: PUT AWAY ANY CLUTTER OR ITEMS THAT DON'T BELONG ON THE COUNTERS.
- [5 MIN] DIRTY DISHES: GATHER AND LOAD ANY DIRTY DISHES INTO THE DISHWASHER OR WASH THEM QUICKLY BY HAND.
- [2 MIN] WIPE SURFACES: QUICKLY WIPE DOWN COUNTERTOPS, STOVETOP, OR THE FRONT OF APPLIANCES.
- [2 MIN] SWEEP OR VACUUM: QUICKLY SWEEP OR VACUUM THE FLOOR.
- [1 MIN] TAKE OUT TRASH: EMPTY THE KITCHEN TRASH BIN IF IT'S FULL.

FAMILY/LIVING ROOM: - 15 MINUTES

- [5 MIN] DECLUTTER: PUT AWAY ANY ITEMS THAT ARE NOT IN THEIR PROPER PLACES.
- [1 MIN] FLUFF PILLOWS: FLUFF AND ARRANGE SOFA PILLOWS.
- [2 MIN] DUST SURFACES: QUICKLY DUST VISIBLE SURFACES LIKE COFFEE TABLES AND SHELVES.
- [2 MIN] STRAIGHTEN FURNITURE: MAKE SURE CHAIRS AND FURNITURE ARE IN THEIR PROPER POSITIONS.
- [5 MIM] VACUUM: QUICKLY VACUUM THE MAIN TRAFFIC AREAS.

BATHROOMS: - 15 MINUTES

- [5 MIN] CLEAR CLUTTER: PUT AWAY ANY ITEMS THAT ARE OUT OF PLACE.
- [5 MIN] WIPE SURFACES: WIPE DOWN THE SINK, COUNTERTOP, AND ANY NOTICEABLE SPOTS ON THE MIRROR.
- [3 MIN] TOILET: QUICKLY SCRUB THE TOILET BOWL AND WIPE DOWN THE SEAT AND EXTERIOR.
- [2 MIN] SWEEP: GIVE THE BATHROOM FLOOR A QUICK SWEEP.

BEDROOM: - 15 MINUTES

- [2 MIN] MAKE THE BED: STRAIGHTEN OUT THE BED LINENS AND PILLOWS.
- [5 MIN] CLEAR CLUTTER & SURFACES: PUT AWAY ANY ITEMS CLUTTERING BEDSIDE TABLES OR DRESSERS/PICK UP THINGS THAT DON'T BELONG.
- [1 MIN] DUST SURFACES: DUST SURFACES LIKE DRESSERS AND NIGHTSTANDS.
- [2 MIN] QUICK CLOSET TIDY: QUICKLY STRAIGHTEN ANY CLOTHES
- [5 MIN] SWEEP OR VACUUM: GIVE THE FLOOR A QUICK SWEEP OR VACUUM.

WHOLE HOUSE QUICK TIDY: 15 MIN

- QUICK WALKTHROUGH:** WALK THROUGH EACH ROOM TO IDENTIFY CLUTTER AND ITEMS THAT DON'T BELONG.
- GATHER ITEMS:** GRAB A LAUNDRY BASKET OR BOX AND QUICKLY GATHER ALL THE ITEMS THAT NEED TO BE PUT AWAY.
- RETURN ITEMS:** GO FROM ROOM TO ROOM AND PUT ITEMS BACK IN THEIR PROPER PLACES.
- SURFACE WIPE-DOWN:** USE A DAMP CLOTH TO QUICKLY WIPE DOWN VISIBLE SURFACES LIKE COUNTERTOPS, TABLES, AND SHELVES.
- QUICK VACUUMING:** DO A QUICK PASS WITH THE VACUUM IN THE MAIN LIVING AREAS.
- EMPTY TRASH BINS:** EMPTY ANY FULL TRASH BINS THROUGHOUT THE HOUSE.