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| **THE KITCHEN** |
|[ ]  Put bills and mail into one bowl |
|[ ]  Throw away paid bills and read mail |
|[ ]  Clean up the top of the fridge |
|[ ]  Check expiration dates  |
|[ ]  cleaning products under kitchen sink |
|[ ]  Remove outdated post-it notes from fridge |
|[ ]  Remove excessive magnets from the fridge |
|[ ]  Organize kitchen drawers by category |

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| **THE BATHROOM** |
|[ ]  Return toiletries to their place |
|[ ]  Return perfumes and colognes to their place |
|[ ]  Return hair-care product to their place |
|[ ]  Return other bathroom product to their place |
|[ ]  Put dirty laundry in the hamper |
|[ ]  Fold clean towels |
|[ ]  Throw away dirty towels |
|[ ]  Return toiletries to their place |

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| **THE BEDROOM** |
|[ ]  Put all clean clothes in the closet |
|[ ]  Put all dirty clothes in the hamper |
|[ ]  Clean up your nightstand |
|[ ]  Throw away pocket scraps and junk into the trash can |
|[ ]  Collect pocket change in a metal container |
|[ ]  Put all clean clothes in the closet |
|[ ]  Put all dirty clothes in the hamper |
|[ ]  Clean up your nightstand |

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|  **THE HOME OFFICE** |
|[ ]  Return books to your bookshelf |
|[ ]  Categorize desk drawers |
|[ ]  Put all items in the right desk drawer |
|[ ]  Return books to your bookshelf |
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| **THE YARD** |
|[ ]  Mow the grass |
|[ ]  Water the flowers |
|[ ]  Clean up Leaves and old branches/Shovel Snow |

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| **THE CLOSETS** |
|[ ]  Remove everything from your closet |
|[ ]  Put clothes you don’t wear in the “donate” pile |
|[ ]  Return all the seasonal clothes you do wear in the closet |
|[ ]  Put all non-seasonal clothes underneath your bed  |
|[ ]  Remove everything from your closet |

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| **THE LIVING ROOM** |
|[ ]  Throw away old magazines and newspapers |
|[ ]  Straighten the magazines you wish to keep on the coffee table |
|[ ]  Fluff sofa pillows |
|[ ]   |
|[ ]   |

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