|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **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Clean up the top of the fridge | |  | Check expiration dates | |  | cleaning products under kitchen sink | |  | Remove outdated post-it notes from fridge | |  | Remove excessive magnets from the fridge | |  | Organize kitchen drawers by category | |  | |  |  | | --- | --- | | **THE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 | |
|  |  |  |
| |  |  | | --- | --- | | **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 | |  | |  |  | | --- | --- | | **THE HOME OFFICE** | | |  | Return books to your bookshelf | |  | Categorize desk drawers | |  | Put all items in the right desk drawer | |  | Return books to your bookshelf | |  | | | **THE YARD** | | |  | Mow the grass | |  | Water the flowers | |  | Clean up Leaves and old branches/Shovel Snow | |
|  |  |  |
| |  |  | | --- | --- | | **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 | |  | |  |  | | --- | --- | | **THE LIVING ROOM** | | |  | Throw away old magazines and newspapers | |  | Straighten the magazines you wish to keep on the coffee table | |  | Fluff sofa pillows | |  |  | |  |  | |