

Daily Task Organizing Checklist

- Envision this space in the most ideal way you can imagine.
- Now open your eyes & assess the situation. What needs to change?
- Go over each item in the designated area. Ask yourself these questions, and place it in one of three piles (KEEP, DONATE, TOSS)
 - Has this item been used in the past 6 months?
 - YES? Keep. NO? >>>
 - Is this item of any material or emotional value that would make me want to keep it around?
 - YES? Keep or donate. NO? >>>
 - Does this item bring JOY to my heart or BEAUTY to my home?
 - YES? Keep. NO? >>>
 - Is this item still in good condition?
 - YES? Donate. NO? Toss.
- Clean the area thoroughly.
- Now, look at the items you chose to keep. Decide if they are currently in the proper place. If not, put them where they should go.
- You are now left with a clean space & only appropriate items for the area. Organize those items in a beautiful & tidy way.
- Go back to how you envision that space in its best way. Write down some ways to make it even better. If you can do any of those today, DO IT! If you need to purchase items or need help, put those things on your to-do list.

30 Day Organization Challenge

by task

- Write down 5 things that you want to change about your home
- BEDROOM
 - Clear surface areas
 - Dust surface areas
 - Dresser drawers
 - Give away unwanted clothes
 - Fold clothes
 - Nightstand drawers
 - Bedroom closet
 - Give away unwanted clothes
 - Organize clothes
 - Throw away broken hangers
 - Pick up & vacuum closet floor
 - Clean out under the bed & vacuum
 - Vacuum entire bedroom well
- BATHROOM
 - Clean up surface space
 - Wipe down sink
 - Dust any other surfaces
 - Find creative ways to store stray toiletries/items
 - Go through shower items
 - Wipe down the shower
 - Restock shower shelves
 - Organize all bathroom cabinets & drawers
 - Wipe down all bathroom cabinets & drawers
 - Fix your laundry room
 - Organize & wipe down cleaning supply cabinet
 - Do some laundry
- KITCHEN
 - Clear clutter on countertops
 - Wipe down countertops
 - Organize & wipe down cabinets:
 - Medicine
 - Pantry

- Pots & Pans
 - Silverware
 - The Junk Drawer
 - Other
- Clean & organize the fridge
- LIVING AREA
 - Pick up random junk & put it where it belongs
 - Creatively organize extra items
 - Clean floors that haven't been touched in awhile
 - Pick up & dust surfaces
 - Organizes drawers
- ENTRYWAY
 - Pick up
 - Organize
 - Sweep/Mop
 - Dust
- STORAGE/JUNK ROOM/CLOSET
- DESK/OFFICE/FILES
- UTILITY CLOSET/ROOM
- STORAGE SHED/GARAGE
- ATTACK YOUR HAPPY LIST
 - #1
 - #2
 - #3
 - #4
 - #5
- DEEP CLEAN
- MAKE A LIST: Of things that could be done to make your house one step closer to that perfect home.
- GO SHOPPING
- RELAX IN YOUR NEWLY ORGANIZED & CLEANED HOME

30 Day Organization Challenge

by day

- DAY 1: Write down 5 things that bother you about your home
- DAY 2: Bedroom surfaces
- DAY 3: Bedroom drawers & under the bed
- DAY 4: Bedroom closet
- DAY 5: Bathroom surfaces & shower
- DAY 6: Bathroom drawers/cabinets/closets
- DAY 7: Laundry room & cleaning supplies
- DAY 8: Kitchen countertops & medicine cabinet
- DAY 9: Pantry & food cabinets
- DAY 10: Pots/Pans & Silverware
- DAY 11: Junk drawer
- DAY 12: All remaining cabinets
- DAY 13: Refrigerator
- DAY 14: De-junk living room
- DAY 15: Living room surfaces
- DAY 16: Entryway/Foyer
- DAY 17: Storage/Junk closet/room
- DAY 18: Storage/Junk closet/room
- DAY 19: Desk/Office space & file cabinet
- DAY 20: Utility closet/room
- DAY 21: Storage shed/garage
- DAY 22: #1
- DAY 23: #2
- DAY 24: #3
- DAY 25: #4
- DAY 26: #5
- DAY 27: Relax
- DAY 28: Deep clean
- DAY 29: Write down things that can make your home better
- DAY 30: SHOPPING!