

10-Minute Daily Surface Decluttering & Reset



			Re-organize all the items on the coffee table in the living room.	Wipe down the TV stand and organize the remote & all electronics.	Clean the side tables in the living room & keep only the essentials.	Reset the windowsills in the living room.
Organize items on any decorative shelves or mantle in the living room.	Wipe down the dining table and clear any clutter.	In the bedroom, start with the top of the nightstands, keeping only the essentials.	Remove the clutter from the top of the bedroom dresser and wipe it down.	Wipe down and organize the makeup vanity area.	Wipe down the top the the headboard.	Reset the windowsills in the bedroom.
Wipe down and clean any wall mirrors in the house.	Reset the kitchen counters, wiping them down & leaving only appliances you use daily (e.g., toaster).	Clean the stove-top.	Wipe down the surface of the fridge and reorganize any magnets & notes you have on it.	Declutter & organize the windowsills in the kitchen.	Clean your home office desk or work area.	Declutter and organize the printer and stationery area.
Clear the entryway table surface, adding a bowl or tray for keys.	Declutter and organize the coat rack or entryway bench.	Reset the main bathroom counter, keeping only items you use daily or frequently.	Declutter & organize the bath/shower shelves/caddy.	Clean and organize the bathroom window-sill.	In the laundry room/area, wipe down the top of the machines.	Declutter & organize the other surfaces in the laundry room/area.
In the second bedroom or guest bedroom, wipe down & organize the nightstands.	Reset the windowsills in the second bedroom/guest bedroom.	Clean and reset any outdoor tables.	10-min surface clean (general areas you may have missed).	10-min surface clean (additional areas you may have).	10-min surface clean (additional areas you may have).	 Ordinary & Happy