

# KEEP CLUTTER UNDER CONTROL

## A DAILY CHECKLIST

### Kitchen

Do dishes  
Clear off and wipe down counters  
and table  
Sweep floor

### Living Room

Clear off coffee table  
Put away toys, books, etc..  
Throw pillows back on couch  
Fold throw blankets  
Remotes away

### Bedrooms

Put away books and toys  
Clear off nightstand  
Clothes in hamper  
Put clean clothes in drawers or closet  
Close closet doors  
Shut dresser drawers  
Make beds

### Bathrooms

Hang up hand towel  
Put toilet seat down  
Shut shower curtain or door  
Toothpaste and toothbrushes in holder  
Clear off or straighten up any items on  
sink (glasses, contacts, makeup, hair  
accessories etc...)  
Wipe up any toothpaste blobs

### Dining Room

Clear and wipe table  
Sweep or vacuum floor  
Chairs back in place

### Office Area

Toss or shred any junk mail  
Place bills or mail that needs your  
attention in a file  
Straighten electronics (tablets,  
phones,) and plug into chargers  
Place books back on shelves  
Pens, pencils, away  
Recycle any kids' paperwork that  
you no longer need  
Store or display kids' artwork or  
paperwork that you will keep

### Entryway

Neaten up shoes or place on  
shelves or in a bin  
Hang all coats on hooks or hangers  
Place gloves, hats, scarves,  
sunglasses etc.. on shelves or  
baskets  
Store handbags, bookbags, activity  
bags on hooks or shelves