

5 MINUTE FIXES *simple tasks to do in 5 minutes or less*

KITCHEN

- wipe down appliance fronts
- clean oven burners
- clean stove top
- clean microwave
- clean coffee maker
- wipe shelves in the refrigerator
- declutter condiments
- clean out one refrigerator drawer
- wipe out silverware drawer
- scrub sink
- clean dishwasher
- clean toaster
- declutter cookbooks
- toss recipes you no longer love

BATHROOMS

- clean the toilet – down to the floor
- empty and wipe out a drawer
- declutter makeup
- wash a shower curtain
- clean mirrors
- clean baseboards
- wipe switchplate and toilet handles

BEDROOMS

- wash mattress pads
- wash sheets
- fluff comforter in dryer
- wash blankets and bedding
- clean pillows
- clean nightstand
- dust lampshades
- vacuum under bed

CLOSETS and DRAWERS

- donate 10-20 items
- wipe down shelves
- wipe out clothes basket(s)
- do a quick vacuum
- organize clothes by type (shirts, pants)
- toss any unmatched sock

ELECTRONICS

- wipe cell phones
- wipe landline phones
- clean tv and computer screens
- wipe down remotes
- wipe computer mouses

PAPER

- sort mail from the day/ put away
- go through magazines and recycle
- tackle your paper pile
- designate an IN and OUT spot
- clean out your wallet or purse
- file any receipts

VEHICLES

- collect any trash from car and toss
- dust/vacuum front interior of vehicle
- dust/vacuum rear interior of vehicle
- wipe down vehicle surfaces
- wipe beverage holders
- clean under seats

OTHER

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