## 10 Quick Cleaning Tasks

| □ Clear the Counters   |
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| Remove any items from the counter that don't belong and put them away.                   |
| □ Clear the Tabletops  |
| Remove and put away items on the tabletops.  |
| □ Do a Quick Pick Up   |
| Go through the house with a box and pick up any items that need to be put away.          |
| □Clean Bathroom  |
| Do a quick clean of the bathroom, concentrate on the mirror, countertop, and toilet.     |
| □ Do the Dishes and Clean the Sink   |
| Wash the dishes or load the dishwasher. Then take a few minutes to clean the sink.       |
| □Dust  |
| Do a quick dusting with a damp microfiber cloth on the horizontal surfaces in your home. |
| □Vacuum  |
| Vacuum the heavy use areas.  |
| □ Make Your Bed  |
| If the bed isn't made take a few minutes to make it.                                     |
| □ Do Laundry   |
| Gather up any dirty clothing and start a load of laundry.                                |
| □Make it Fun   |
| Turn on music, set a timer, get the kids to help.  |