

■ 20-Minute Daily Cleaning Checklist

Kitchen (5 minutes)

- ☐ Clear and wipe down counters
- ☐ Load or unload dishwasher (or wash dishes in sink)
- ☐ Wipe stove and sink quickly with disinfectant spray
- ☐ Take out trash if full

Living Room (5 minutes)

- ☐ Tidy up surfaces (fold blankets, fluff pillows)
- ☐ Clear clutter (shoes, mail, toys, etc.)
- ☐ Quick dust/wipe of coffee table & TV stand
- ☐ Light vacuum or sweep high-traffic area

Bathroom (5 minutes)

- ☐ Wipe down sink and faucet
- ☐ Spray and quick-wipe toilet seat & handle
- ☐ Swap hand towel if dirty
- ☐ Empty small trash bin if needed

Bedrooms (5 minutes)

- ☐ Make the bed
- ☐ Put away clothes (dirty in hamper, clean folded/hung)
- ☐ Quick dust/wipe of nightstands
- ☐ Light vacuum or sweep walkway area

■ **Pro Tip:** Use a timer. Spend exactly 5 minutes per zone — it keeps you moving fast and focused.

■ **Optional:** Rotate one extra 5-minute task daily (like wiping appliances, mopping bathroom floor, or dusting baseboards).