

The Daily Cleaning Checklist



SIMPLIFIED *Home*

Daily Cleaning Checklist

Keeping your home clean and tidy doesn't require hours of work each day. A simple daily routine can prevent messes from piling up and make weekly cleaning easier. Try to spend just 15–30 minutes completing these tasks.



Morning Reset

- Make the bed
- Open curtains/blinds
- Empty the dishwasher (or unload the dish rack)
- Wipe down bathroom counters
- Put dirty clothes in the laundry hamper
- Start one load of laundry (if needed)
- Put away anything left out overnight



Kitchen

- Wash dishes or load the dishwasher
- Wipe down countertops
- Wipe down the stove
- Clean the kitchen table
- Sweep high-traffic areas
- Take out the garbage or compost if needed
- Put food away and check for leftovers



Living Areas

- Return items to their proper homes
- Fold blankets
- Fluff cushions
- Tidy coffee tables and side tables
- Put away books, toys and electronics
- Quick vacuum or sweep if needed



Bathrooms

- Wipe the sink and faucet
- Hang towels to dry
- Replace hand towels if needed
- Spot-clean mirrors
- Empty bathroom garbage if full
- Check toilet paper supply



Bedrooms

- Put away clothing
- Place dirty laundry in the hamper
- Clear bedside tables
- Return items that belong elsewhere



Evening Reset

- Run the dishwasher
- Wipe kitchen counters one last time
- Sweep the kitchen floor
- Put away anything left out during the day
- Sort the day's mail and paperwork
- Prepare for tomorrow (lunches, bags, keys, water bottles, etc.)
- Do a quick 10-minute family tidy-up
- Refill coffee maker for an easier morning

Home Simplified Daily Habits

These simple habits make the biggest difference:

- Follow the **One In, One Out Rule**
- Never leave a room empty-handed
- Put things away instead of putting them down
- Deal with today's mess today
- Spend 10–15 minutes doing a daily reset before bed

Remember the SHOO Method

Whenever you notice clutter starting to build, don't let it overwhelm you. Simply **SHOO** it away:

- ✓ **Sort** – Gather similar items together.
- ✓ **Heave (or Help Someone Else)** – Donate, recycle, sell, or discard what you no longer need.

✓ **Organize** – Give everything that remains a permanent home.

✓ **Optimize** – Adjust your space so it works better for your everyday routines.

Small actions, repeated consistently, create a home that's easier to clean, easier to maintain and more enjoyable to live in.