

# ULTIMATE HOUSEHOLD ORGANIZATION SYSTEMS

## DAILY ESSENTIALS

Make beds & clear nightstands

Reset kitchen counters & sink

One load of laundry (wash/dry/fold)

15-minute evening "Clutter Sweep"

## KITCHEN INVENTORY

Check fridge for expired items

Wipe down small appliances

Restock pantry staples

Sanitize high-touch handles

## MAINTENANCE SYSTEMS

Sort incoming mail & paper trail

Empty all waste & recycling bins

Update digital family calendar

Prep lunch & outfits for tomorrow

## ZONE FOCUS: DEEP CLEAN

Dust baseboards & light fixtures

Vacuum upholstery & rug edges

Clean windows & glass surfaces

Organize one "Hot Spot" drawer

## PRIORITY NOTES & REMINDERS