

Got 5 Minutes? You Can Organize!

	5 Minutes	15 Minutes	1 Hour
Living Room	Grab a large basket and pick up anything in the room that doesn't belong there. Bring to the correct place.	Straighten books/magazines, accessories, etc. on tables and shelves.	Empty bookcases, tables, or shelves, etc. and purge unused items. Arrange back into place.
Dining Room	Clean off the dining room table and bring items to correct place.	Straighten up items on top of sideboard or hutch and dust.	Pick a section of the room such as a cupboard and purge items no longer needed. Straighten remaining items.
Bedroom	Make the bed and pick up any laundry on the floor.	Straighten up items on top of furniture. Put away any clean laundry in closet or dresser.	Go through nightstands and dressers and purge unused items. Straighten what's left as you go.
Kitchen	Clear off counters and wipe down with disinfectant. Put dishes in the sink or dishwasher.	Wash dishes. Pick one or two cabinets and purge expired items. Do same with fridge. Empty trash.	Go through a few cabinets or your pantry and organize contents shelf by shelf. Wash floor.
Play Room	Grab a large basket and pick up all toys, clothes, etc. Wipe down surfaces.	Empty the basket in the correct location. Ex. Toybox, laundry room, bedroom, etc.	Pick one area and empty contents. Purge broken or unused items. Neatly arrange the remaining items.
Bathroom	Clear off counters and wipe down. Spray daily cleaner in shower and sink. Pick up clothes and towels.	Go thru one or two drawers or shelves and throw away anything old, expired or used up.	Take remaining items in drawers or shelves out and wipe down surface and re-organize back neatly.
Laundry Room	Pick up any laundry on the floor and relocate clean laundry to the appropriate room.	Straighten all cleaning products and wipe down surfaces.	Clean out a cabinet or closet. Make a list of laundry items needed. Wash floor.
Entryway	Pick up coats and shoes. Grab any mail or papers into a basket and take to appropriate room.	Go through closet/coat rack and pick out any items that aren't needed there. Relocate them to the appropriate space.	Empty closet or bins. Clean out space then re-organize items back into the space.
Office	Put papers/mail etc. into a basket. Grab items that do not belong in the office and relocate them.	Go through pile of papers and purge junk. Put paid items in one basket and to do/to pay items in another.	File all paid items. Pick one drawer of file cabinet to sort and purge.
Craft Room	Put away any supplies from a finished project.	Pick one surface to clean off or out. Purge and organize.	Go through supplies/storage areas one area at a time and get rid of anything haven't used lately. Organize what's left.