10 DAILY / WEEKLY HABITS
For a clean and tidy home

Spend a few minutes each day or each week to maintain a beautiful home

1. Make your bed: start your day by making your bed. It sets a positive tone and immediately makes your bedroom look tidier. Spend **_2 minutes_** straightening sheets, fluffing pillows, and arranging blankets neatly.

2. Clean as you cook: prevent kitchen mess by cleaning up **_while_** preparing meals. Wash dishes, wipe counters, and put away ingredients **_as you go_**.

3. Wipe down surfaces: keep surfaces clean by wiping them down **_daily_**. Use a damp cloth to **_quickly_** clean kitchen counters, bathroom sinks, and tables.

4. Do a quick declutter: spend **_5 minutes_** each day decluttering. Pick **_one room_** and put away items that are out of place, like toys, books, or clothes.

5. Handle mail immediately: prevent paper clutter by dealing with mail **_as soon as_** it arrives.

6. Laundry routine: keep up with laundry to avoid overwhelming piles. Do **_one_** load of laundry **_each day or every other day_**, including folding and putting away clothes.

7. Vacuum and mop floors: keep floors clean with a **_weekly_** vacuum and mop session.

8. Dust surfaces: reduce dust build-up by dusting **_weekly_**. Use a microfiber cloth to dust shelves, furniture, and electronic devices.

9. Clean bathrooms: maintain a clean bathroom with a **_weekly_** cleaning routine. Scrub the toilet, sink, and shower, and replace towels.

10. Change bed linens: freshen up your bedroom by changing bed linens **_weekly_**.