



# MY TIDY UP & ORGANIZING ROUTINE

An organizational maintenance routine to keep your home tidy and functional long term.

This is a compliment to your cleaning routines, not a replacement.

## DAILY

- Tidy Counters
- Tidy Entrance Way
- Put Mail in Folder/Basket
- 5 Minute Home Tidy Time

## WEEKLY

- Pay Bills/File Paperwork
- Declutter Old Flyers/Papers
- Tidy Bathroom Counters
- Tidy Pantry
- Clean Out Fridge
- Tidy Bedroom Surfaces
- Put Away All Laundry
- Tidy Kids Toys
- Declutter Purse/Backpack

## MONTHLY

- Declutter Pantry
- Declutter Fridge
- Tidy Open Shelving
- Tidy Closets
- Tidy Drawers
- Tidy Vehicle

## YEARLY

- Declutter Clothing
- Declutter Kitchen
- Declutter Kids Toys
- Declutter Paperwork
- Declutter Hobby Supplies
- Declutter Outerwear

Tidy = Put items away in their "home"

Declutter = Remove items from your home

