

# HOW TO CLEAN LIKE A BOSS

YOUR GUIDE TO GETTING A CLEANER & TIDIER HOME  
IN LESS TIME THAN YOU THINK



# ARE YOU READY TO GET YOUR HOME UNDER CONTROL?

I'm not a naturally tidy person. I've always been a super slob, but now I'm a *recovering* super-slob. My home isn't perfect, but it's pretty clean and tidy *most* of the time. I no longer spend hours frantically cleaning on the weekends and I never want to crawl under a rock and die when unexpected company comes over. That's a win for sure.

In this ebook, I'm going to share with you my best advice, shortcuts and routines that will enable you to enjoy a clean and tidy home with minimal time and effort.

It's time to let go of your preconceived ideas of what housework entail and leave your resentment over your never ending to-do list behind. Today is the day you grab your home by the gonads and show it who's boss.

Unfortunately, just reading this ebook isn't going to make your home cleaner - you're going to have to roll up your sleeves and do the work to make it happen. What this ebook *will* do is give you the tools to design a cleaning routine that will be easy and realistic to implement in your everyday life.

**Remember: Progress Over Perfection. Just reading this book is one big step in the right direction.**

# ALL ABOUT ATTITUDE

Having a clean and tidy home starts with creating the *motivation* to actually clean and tidy your home!

Finding your cleaning motivation is all about changing your attitude about housework.



## DO IT FOR YOU

It can be frustrating when you feel like you are the ONLY person in your home that cares about keeping it clean and tidy. It's easy to get resentful of your loved ones for not helping and this resentment can stop you from wanting to do any housework at all.

The truth is, the only person you can change and control is yourself. Remind yourself that you LOVE having a clean and tidy home and the only person you are doing it for is yourself.

## TIME YOURSELF

One of the biggest roadblocks to a clean home is procrastination. People usually procrastinate because they assume housework is going to take MUCH longer than it actually is to complete. Stop the cycle of delayed cleaning by setting a timer and timing small tasks, like emptying the dishwasher or mopping the floor.

When you see how fast a cleaning job can be done, you'll stop putting it off and dreading it in the future.



## MINDFUL CLEANING

Housework can be really relaxing. For me, I look at housework as a form of meditation. I zone out, complete a mundane task and use my body as a tool to let my mind relax.

Sometimes I listen to audiobooks or music, but other times I just shut the noise in my brain off and focus on the tasks at hand. Dusting, vacuuming, mopping and tidying is the perfect way to work your body while relaxing your mind.

# EMBRACING GOOD ENOUGH.

CLEANING SHORTCUTS AREN'T  
LAZY, THEY'RE TIME SAVERS.

WORK SMARTER, NOT HARDER.

**Believe it or not, being a perfectionist could be making your home messy.**

If you have ever thought to yourself "if something is worth doing, it's worth doing right", you may be a bit of a perfectionist.

There is nothing wrong with wanting things done well, but when it comes to cleaning your home, good enough is much better than perfect.

Cleaning perfectly takes time and effort to achieve and quite frankly, housework just isn't worth it.

You don't have to hand wash your floors, scrub the bathtub, fold all your clothes or move your furniture every time you vacuum. It's ok to cheat and take shortcuts when doing housework, in fact, I recommend it!

The truth is, your home is going to get messy/dirty again.

Cleaning routines are about maintaining a clean and tidy home in the LEAST amount of time possible.





# TOOLS OF THE TRADE.

Here are some of my favourite cleaning tools that save me time and effort every time I clean:

- Swiffer Dusting Wand
- Rubbermaid Reveal Mop (any spray mop will do)
- Microfiber Cloths
- Lysol Toilet Bowl Cleaner (sometimes chemicals are needed)
- Cordless Vacuum (for speed vacuuming dirty spots)
- Magic Erasers (for scuffs and hard to remove grime)
- Scrub Brush With Long Handle (dishes, grout and so much more)
- iRobot Roomba (if your budget allows, it's worth it)
- A Tidy Tote (and tote or basket with handles for tidying fast)
- A Cleaning Caddy (keep all your supplies organized)



# STEP BY STEP CLEANING

Now it's time to clean your home like a professional! Here are the steps that professional cleaners use:

1

Tidy up any items that are left out. Use a basket or tidy tote to store all of the items that don't have a "home" before you start cleaning.

2

Start by dusting up high and work your way down, moving clockwise around the room. If the surfaces are very dusty, have grease or visible dirt, wet dusting is necessary. For a light weekly dusting, a dusting wand is all you need.

3

Vacuum the floors starting in one corner and moving clockwise around the room. No need to move furniture for light, weekly vacuums.

4

Mop floors by starting in one corner and moving clockwise around the room. If floors are not very dirty, a spray mop is perfect for daily or weekly mops.

5

Use a glass cleaner to shine mirrors and other reflective surfaces.

# DIY HOMEMADE CLEANING RECIPES



Add the following ingredients to a spray bottle and shake well.

## GLASS CLEANER

- 1 cup vinegar
- 1 - 1/2 cups warm water
- 1/2 cup rubbing alcohol
- 1/2 teaspoon cornstarch
- 10-20 drops essential oil

## GREASE CLEANER

- 3 cups warm water
- 2 teaspoons borax
- 2 teaspoons dish soap
- 10-20 drops essential oil

## ONE PRODUCT WONDER

- 1 cup rubbing alcohol
- 2 cups warm water
- 1 teaspoon dish soap
- 1/2 teaspoon cornstarch
- 10-20 drops essential oil

## ONE PRODUCT WONDER

- 2 - 1/2 cups warm water
- 1/4 cup olive oil
- 2 teaspoons lemon juice
- 2 teaspoons dish soap
- 10-20 drops essential oil

# DITCH THE TO-DO LIST AND OPT FOR A CLEANING ROUTINE INSTEAD.

The real secret to a home that stays clean and tidy all the time is having a routine. Routines don't have to be long and torturous chores that you need to complete in order to be effective. Quick daily, weekly and monthly tasks are all you need to succeed.

The truth is, a routine isn't going to dig you out from under a messy home. A routine is all about maintaining an already clean home. But if you are struggling with a messy home right now, don't despair, getting it to a level where you only need maintenance is easier than you think!

If you have ever said "I spent all weekend cleaning, just for the house to be a mess again a few days later" then routines are the missing piece of your tidy home puzzle.

In this ebook, we will be focusing on routines and maintenance, but the first step is rolling up your sleeves and pretending your mother-in-law is coming so that you start from a clean slate.

If you are really struggling with motivation, invite some people you hardly know over for dinner or a game night! Nothing is more motivating than upcoming guests.

There is a HUGE difference between to-do lists and routines. To-do lists are where you put those items you *want* to get done. Routines are the things that *have* to get done, and usually without even realizing that you are doing them.

Having a cleaning routine versus a to-do list means never having to think about what you need to do when it comes to cleaning. Housework becomes second nature, like getting dressed or brushing your teeth. You wouldn't put "brush your teeth" on a daily to-do list, so you certainly shouldn't put "wash dishes" on a list either.

Once you take your cleaning routine items off your to-do lists, the tasks you want to accomplish suddenly become a lot less overwhelming. Your cleaning routine should be easy and fast jobs that have become such a habit, they no longer seem like a chore to get them done.

The magic of routines is that you no longer have to force yourself to do them because they have become automatic.



WHAT TYPE OF ROUTINE  
WORKS FOR YOU?

# CLEANING ROUTINES NEED TO WORK FOR YOUR UNIQUE HOME AND SITUATION



## WEEKEND WARRIOR

Completes all housework  
in one day, once or twice  
per week.



## DAILY SPEED CLEANER

Speed cleans entire home  
sporadically throughout the  
day or does one Power Hour  
clean per day.



## ZONE CLEANERS

Cleans one room or  
area per day. Example:  
Monday-Kitchen,  
Tuesday-Bathrooms.



## TASK MASTERS

Completes one large  
cleaning task per day.  
Example: Mondays-Dusting,  
Tuesday-Vacuuming.

# NEVER COMPARE YOUR ROUTINE TO SOMEONE ELSE'S.



When deciding what type of routine to try, never compare yourself to someone else. Perhaps your SAHM friend can rock a daily speed clean, but if you work full time, finding an extra hour a day to clean your house just isn't realistic!

Maybe your Mom always did laundry every Saturday, but if you have a family of five, having just one day a week for laundry means that you are chained to a laundry basket all day, instead of enjoying your weekend.

Would you prefer to structure your routine by cleaning different zones or doing specific tasks each day, or do you prefer a more flexible routine where you can choose what you clean based on your mood?

Knowing yourself allows you design a routine that will work with your schedule and your natural tendencies, which will take some of the "chore" out of your chores.

THE MOST IMPORTANT ROUTINE

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# NIGHT TIME ROUTINE

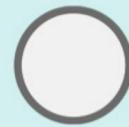
STEP ONE TO STARTING A NEW CLEANING ROUTINE IS ALWAYS THE NIGHT TIME CLEANING ROUTINE.

NO MATTER WHAT CLEANING ROUTINE OR SCHEDULE YOU CHOOSE, THIS NIGHT TIME ROUTINE IS A MUST FOR EVERYONE.

YOU CAN ADD MORE TO YOUR OWN NIGHT TIME ROUTINE, BUT HERE ARE THE BASICS EVERYONE NEEDS TO DO EACH NIGHT...NO EXCUSES.



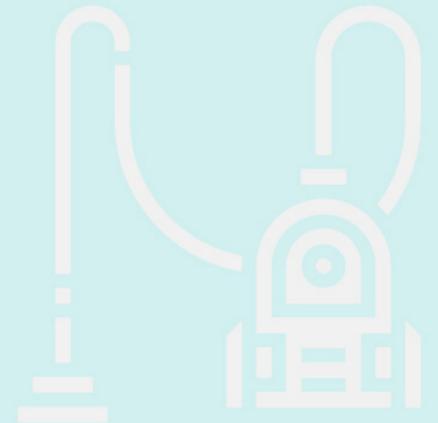
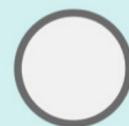
**WASH DIRTY  
DISHES**



**FIVE MINUTE  
TIDY UP**



**WIPE KITCHEN &  
BATHROOM**



**SPOT VACUUM  
OR SWEEP**



**SPOT MOP OR  
WIPE SPILLS**



**ONE LOAD  
OF LAUNDRY**

# DAILY SPEED CLEANING

This routine works best for those who are home during the day and are resistant to a lot of structure.

This routines includes your morning and night time routine, but allows you a lot of freedom when deciding which of the larger tasks to complete each day.

This daily speed cleaning routine is perfect for SAHM's and weekend warriors.

### 🐞 Daily Cleaning Checklist 🐞

- MORNING**
  - Make Beds
  - Empty Dishwasher
  - Clean Kitchen
  - Wipe Bathrooms
  - Plan Day
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- CHOOSE ONE OR TWO**
  - Dust House
  - Mop House
  - Vacuum House
  - Clean Bathrooms
  - Clean Bedrooms
  - Deep Clean Kitchen
  - Declutter
  - Wash Bedding
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- EVENING**
  - Load Dishwasher
  - Wipe Kitchen
  - Wipe Bathrooms
  - Pick Up Clutter
  - Put Away Laundry
  - Spot Mop Floors
  - Take Out Garbage
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- DO ONCE A MONTH**
  - Windows
  - Light Fixtures
  - Baseboards
  - Appliances
  - Picture Frames
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

All of the printables featured in this ebook will be emailed to you as a PDF printable pack!

This routine is perfect for those who have 30 minutes a day and crave structure

# ZONE CLEANING

## Weekly Zone Cleaning Routine

### MONDAY

#### BATHROOMS

- Clean Mirrors
- Clean Toilet
- Clean Sinks & Counters
- Clean Tubs/Showers
- Clean Floors & Baseboards
- Replace Towels & Bathmats

### TUESDAY

#### LIVING ROOMS

- Declutter & Straighten
- Dust Shelves, Blinds & TV
- Vacuum / Sweep
- Clean Glass / Windows
- Wipe Remotes
- Dust Artwork / Pictures

### WEDNESDAY

#### KITCHEN

- Deep Clean Counter tops
- Wipe Down Appliances
- Wipe Down Stove Top
- Clean Microwave
- Wipe Down Cabinets
- Vacuum / Sweep Floors

### THURSDAY

#### DINING ROOM & ENTRY

- Declutter & Straighten
- Dust Surfaces
- Wipe Down Windows
- Tidy & Put Away Misc. Items
- Vacuum / Sweep
- Tackle One Bi-monthly Task

### FRIDAY

#### BEDROOM

- Declutter & Straighten
- Dust Surfaces & Blinds
- Change Bed Sheets
- Pick Up Clothes
- Vacuum / Sweep
- Wipe Artwork / Pictures

### WEEKEND

#### OUTSIDE & GARAGE

- Clean Deep Freezer / Fridge
- Wipe Outdoor Furniture
- Declutter Garage
- Sweep / Rake / Mow
- Weed Garden / Yard
- Tackle One Monthly Task

Choose a day in each month to complete a yearly cleaning task.

# TASK CLEANING

This works best for those who only have 15 minutes a day for one short task

## Weekly Speed Cleaning Schedule

### FOR 15 MINUTE A DAY

Follow this cleaning schedule for a home that looks professionally cleaned! Use this list and your 15 Minute Nightly Cleaning Routine for a perfectly clutter-free and clean home!

#### TUESDAY

- Vacuum All the Floors
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

#### THURSDAY

- Spot Clean Messy Areas
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

#### SATURDAY

- Scrub Bathrooms
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

🌀 READY? GET SET. GO!!! 🌀

#### MONDAY

- Dust All Flat Surfaces
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

#### WEDNESDAY

- Mop All the Floors
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

#### FRIDAY

- Wipe Kitchen Cupboards & Appliances
- \_\_\_\_\_
- \_\_\_\_\_

#### SUNDAY

- Family Tidy Time. Declutter for 15 Minutes.
- \_\_\_\_\_
- \_\_\_\_\_

This works best for busy families that need more flexibility in their routine

# BUSY FAMILY

## Chore List for the Busy Family

### MORNING

- Make Beds
- Empty Dishwasher
- Reload Dishwasher
- Put in a Load of Laundry
- Wipe Bathroom Counters
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### 15-MINUTE BLOCKS OF TIME

Take about 15-minute blocks throughout your day to accomplish your chores.

### AFTERNOON

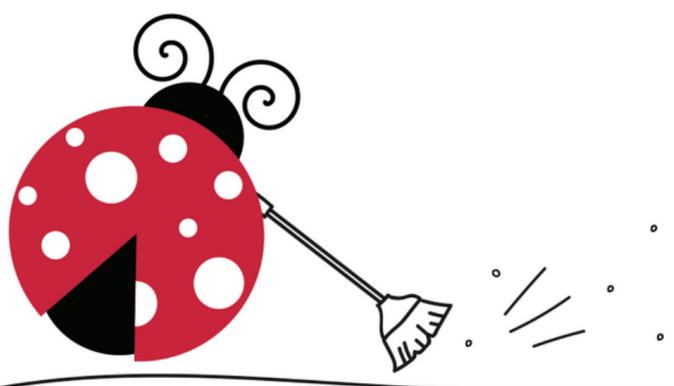
- Make Dinner
- Help Kids with Homework/Crafts
- Organize a Drawer
- Switch over Laundry
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### BEFORE BED

- Clean Kitchen Counter & Sink
- Put Away Laundry
- Spot Mop Floors
- Wipe Down Bathroom
- Run Dishwasher
- Wipe Down Tables, Surfaces, & Mirrors in Main Living Areas
- \_\_\_\_\_
- \_\_\_\_\_

### WEEKLY TO-DO

- Vacuum House Very Well
- Dust Home
- Empty Garbage
- Pay Bills
- Clean Out Fridge
- Scrub Bathrooms
- Wash Floors
- 21-Item Toss
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



# DIRTY 30 ROUTINE

This works best for those who only have a few minutes or those who are reluctant to clean

## Dirty 30 Speed Cleaning List

LET'S TAKE 30 MINUTES TO CLEAN AS FAST AS WE CAN

READY? SET. CLEAN!

- Make Beds
- Do Dishes
- Clean Kitchen
- Clean Bathroom
- Tidy Tote Pick Up
- Clean Surfaces
- Spot Mop
- Laundry
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



It's not about deep cleaning. This is about having a clean & tidy home as fast as possible.

# CAN'T CHOOSE? MAKE YOUR OWN!



If you didn't see a routine that you feel will fit you and your home's needs, don't despair, you can design your own cleaning routine to fit your style.

You can download my FULL CLEANING PACK for free at my website [HERE](#) and get all the routines found in this ebook along with a blank one that you can customize.

It doesn't matter what your routine looks like, only that you have one.

Now it's time to print off the routine you want to start with and start making your new routine a habit!

It will feel like a lot of work at first, but I promise, it will get easier and it will be worth it.



# MAKE IT A HABIT

Now it's time to make your new routine a habit! Creating new habits can be hard, but I have a N.A.G. technique that will make it easier!

A close-up photograph of a person's hands writing in a small, open notebook on a wooden table. The person is wearing a grey sweater. A white coffee cup is visible in the background.

## N IS FOR NOTE

You'll need a visual reminder of your new habit, so leave yourself a NOTE somewhere you can see it! This is as simple as printing off your new cleaning routine and putting it on the fridge so that you see it everyday.

## A IS FOR ALARM

You'll also need an auditory reminder to tackle to your cleaning routine, so set yourself an alarm in your phone that goes off the same time each day.

Choose a time when you know you will have time to complete your new routine.

A photograph of a person sitting on a bed or sofa, reading a book. In the foreground, there is a pink lily flower in a glass vase and a yellow sponge on a white towel.

## G IS FOR GIFT

Lastly, you'll need a mental incentive in order to motivate yourself to do your new routine each day. Think of some ways that you can reward yourself!

Your gift could be something sweet, a bubble bath, watching a movie, a glass of wine or watching your favourite tv show. Don't let yourself indulge until your routine is done!

A photograph of a living room floor covered in party decorations and clutter. In the background, a grey sofa is partially visible. The floor is scattered with colorful balloons (blue, pink, orange), streamers, a yellow and red guitar, a red bucket, a green broom, and various toys like stuffed animals and a teddy bear. A potted plant is in the upper right corner. The text 'THE POWER OF TIDYING AS YOU GO...' is overlaid in a light blue, cursive font on a semi-transparent white background.

# THE POWER OF TIDYING AS YOU GO...

Cleaning your home may seem like it takes *forever* to do, but the truth is...MOST of that time is probably spent *tidying* before you can even start the actual cleaning part.

Cleaning is the dusting, vacuuming and scrubbing part. Tidying is picking up items and putting them away where they belong (or hiding them in another room before coming comes over). Tidying is time consuming and can seem never-ending. It's also something you have the control and ability to never have to do again.

Most messes happen because we are either procrastinating putting something away or it doesn't have an actual "away" to go (or you have small children who are like little toy tornadoes).

This is why both creating homes for items (aka organizing) and tidy up routines are so important for maintaining a clean home effortlessly.

# TIDYING UP WITH S.T.A.R.T.

This is a perfect daily tidy up routine that you can implement to stop the piles and mess before they start.

Get your family involved. Every night after dinner, set a timer for 15 minutes and run around tidying as fast as you can!

If you are dealing with a VERY messy home, you may need to do this multiple times a day until it is under control. You will get there!

## Tidy Up Routine

### JUST S.T.A.R.T. METHOD

-  **S: SET A TIMER**
-  **T: USE A TIDY TOTE**
-  **A: ASSIGN A HOME**
-  **R: RUN YOUR BUTT OFF**
-  **T: TOUCH IT ONCE**

**S: SET A TIMER** - 15 TO 20 MINUTES IS MORE THAN ENOUGH!  
**T: TIDY TOTE** - STAY IN ONE ROOM. USE THE TIDY TOTE FOR ANYTHING THAT DOESN'T BELONG IN THAT SPACE  
**A: ASSIGN A HOME** - HAVE HOMELESS ITEMS TO PUT AWAY? CREATE A HOME WHERE YOU WOULD LOOK FOR IT FIRST!  
**R: RUN YOUR BUTT OFF!** MOVE LIKE THE QUEEN IS COMING!  
**T: TOUCH IT ONCE.** RESIST THE URGE TO "PILE UNTIL LATER" AND INSTEAD PUT ITEMS AWAY IMMEDIATELY.

[WWW.CLUTTERBUG.COM](http://WWW.CLUTTERBUG.COM)

You can download ALL of the cleaning checklists featured in this ebook for free at:  
[www.clutterbug.com/printables](http://www.clutterbug.com/printables)



# MY ORGANIZING & TIDY UP ROUTINE

*A Organizational maintenance routine to keep your home tidy and functional!*

*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



The most important rule of cleaning your home is simple this: *There are no rules.* There is no perfect way to clean a house. Maintaining a clean home doesn't have to be hard or time consuming and you don't get bonus points for doing it the hard way. No need to scrub floors on your hands and knees or use a toothbrush to clean your grout. The secret to a effortlessly clean home is daily and weekly cleaning routines so that your home never gets really dirty in the first place.

Now it's time to download your free cleaning printable pack! You will get all of the cleaning checklists featured in this ebook, plus many more bonus cleaning checklists as well.



Check your email for your printables!