

# Daily 10-Minute Reset

KickOutClutter.com — Print and check off as you go.

Total time: 10 minutes (seriously).

---

A fast nightly tidy that keeps chaos from piling up. Set a timer, hit 5 hotspots, and call it done.

## Supplies

- Timer (10 minutes)
- Small bin for 'put away elsewhere'
- Microfiber cloth + all-purpose spray
- Laundry basket

## Quick Rules

- Pick 5 hotspots that matter most tonight (don't try to do everything).
- Work left→right in each room and stop when the timer ends.
- No deep cleaning — just visible resets and quick wins.

### 1) Dishes & Sink (2–3 min)

- Load or hand-wash dishes; start dishwasher if 2/3 full.
- Rinse sink; wipe faucet and surrounding counter.

### 2) Counters & Islands (1–2 min)

- Put away appliances/food; quick wipe of obvious crumbs/spills.
- Clear paper pileups into the 'Action' folder.

### 3) Living Room Reset (1–2 min)

- Cushions fluffed, throws folded, remotes corralled.
- Toys into one bin/basket; books back on shelf.

### 4) Entry / Drop Zone (1 min)

- Shoes to rack, coats hung, keys/mail to tray.
- Quick sweep of obvious clutter into bin.

### 5) Bathroom Touch-Up (1 min)

- Wipe mirror spots and faucet; replace hand towel if needed.

- Check toilet paper and soap levels.

## **6) Quick Floors (1–2 min)**

- Spot■vac or sweep visible crumbs in kitchen/entry.

## **7) Laundry Stage (1 min)**

- Collect dirty clothes/towels; stage a load for morning.

## **8) Trash & Recycling (1 min)**

- Bag small cans; take main trash if full or smelly.

## **9) Paper Triage (1 min)**

- Open today's mail; file 'Action' vs 'Shred/Recycle'.

## **10) Final Reset (30 sec)**

- Set coffee timer or water bottles; lights off; timer off — done!