PRINTABLE 1 OF 3 · DAILY CARD

The 10-Minute Daily Reset

Clear first, wipe second, floor last. Set a timer. When it rings, stop.

Done	Step	Time budget	What to do
☐	**1. Put ten things back**	**2 min**	Ten items from floor, couch and table go where they live. No home? One basket.
☐	**2. Dishes**	**2 min**	Load the dishwasher, or stack dishes and leave them to soak.
☐	**3. Counters and stovetop**	**2 min**	Clear, then wipe the kitchen counters and the top of the stove.
☐	**4. Trash check**	**1 min**	Empty kitchen and bathroom bins if they are full.
☐	**5. Walkway floor pass**	**2 min**	Sweep or vacuum only the paths you walk every day.
☐	**6. Bathroom sink**	**1 min**	Wipe the sink and the counter around it.

The minimum day (about 5 minutes)

Rough day? Do these three and call the day done. You do not need to make up a missed day.

☐	**Dishes handled**: in the dishwasher, or stacked and soaking
☐	**Trash out if it is full**: one bin is enough
☐	**One clear surface**: the counter or table where you will start tomorrow

Safety: Use one cleaning product at a time. Never mix cleaning products, especially bleach with vinegar, ammonia or other cleaners. Read the label, open a window or run the fan, and keep products in their original containers away from children and pets. In the US, Poison Control: 1-800-222-1222.

This week

Mon	Tue	Wed	Thu	Fri	Sat	Sun

Write the tier you did each day: 5 / 10 / 20 / 40.

Times are time budgets (how long to spend), not measurements. For personal household use; please do not sell or redistribute. Cleaning guidance is general: follow product labels and the care instructions for your surfaces and appliances.

PRINTABLE 2 OF 3 · WEEKLY GRID

One Room a Day

20-minute day: daily reset + 10 minutes on the short list. 40-minute day: daily reset + 30 minutes (short list, then full list). Order in every room: clear, apply cleaner (follow the label), wipe, floor last.

Day	Short list (10 min)	Full list adds
☐ **Mon** **Bathroom**	• Clear counter and tub edge • Apply cleaner to shower or tub (label) • Wipe sink and counter while it sits • Mirror • Toilet last, with its own cloth • Rinse the shower; check the trash	• Scrub shower or tub, taps, drain cover • Swap towel and bath mat • Wipe or mop the floor • Restock toilet paper
☐ **Tue** **Bedroom**	• Make the bed • Clear nightstand and chair • Laundry into the hamper • Wipe visible surfaces • Floor pass	• Change sheets if due • Vacuum edges and under the bed (where you can reach) • Wipe door handles and switches • Clear the windowsill
☐ **Wed** **Kitchen**	• Empty the trash • Clear, then wipe counters and stovetop • Wash and wipe the sink • Wipe the microwave inside • Floor pass	• Wipe cabinet fronts and handles • Wipe appliance fronts • Clean the sink strainer • Mop the floor (follow manufacturer instructions for appliances)
☐ **Thu** **Living area**	• Clear coffee table and floor • Straighten cushions and blankets • Dust surfaces • Vacuum or sweep the main area • Empty any bin	• Vacuum rug edges • Wipe the windowsill • Wipe screens and remotes per device care instructions • Tidy one shelf
☐ **Fri** **Catch-up**	Look at what slipped. Short list for the one room that matters most. Put away laundry still on a chair. Take out trash and recycling. Pick the tier you will aim for next week. If the list is long, pick two things and drop the rest on purpose.	

Sharing the place

Split by zone, swap every week, keep the daily reset personal (each person puts their own ten things back). Agree once what "clean enough" means:

This week: person A zone	This week: person B zone

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PRINTABLE 3 OF 3 · MONTHLY ROTATION

One Deeper Job a Week

Instead of a deep-clean weekend. This is a suggestion, so change it to fit your home. Stop when the timer rings.

Done	Week	Job	Date done
☐	**1**	Fridge shelves and bins	
☐	**2**	Inside the oven or microwave, following the manufacturer's instructions	
☐	**3**	Baseboards, door handles and light switches	
☐	**4**	Wash bedding and bath mats; wipe the bathroom trash can	
☐	**Own**		
☐	**Own**		

Rental-friendly habits

- Check your lease for cleaning and damage terms. This card is not legal advice.
- Test a new cleaner on a hidden spot first and follow the care instructions for the surface.
- Take dated photos when you move in so you can compare later.

Notes for next month

If you think you have been exposed to fumes: leave the area and get fresh air. If you have trouble breathing or other serious symptoms, seek medical attention. In the US you can call Poison Control at 1-800-222-1222.

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