

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	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Scrub shower or tub, taps, drain cover • Swap towel and bath mat • Wipe or mop the floor • Restock toilet paper
☐ Tue Bedroom	<ul style="list-style-type: none"> • Make the bed • Clear nightstand and chair • Laundry into the hamper • Wipe visible surfaces • Floor pass 	<ul style="list-style-type: none"> • Change sheets if due • Vacuum edges and under the bed (where you can reach) • Wipe door handles and switches • Clear the windowsill
☐ Wed Kitchen	<ul style="list-style-type: none"> • Empty the trash • Clear, then wipe counters and stovetop • Wash and wipe the sink • Wipe the microwave inside • Floor pass 	<ul style="list-style-type: none"> • Wipe cabinet fronts and handles • Wipe appliance fronts • Clean the sink strainer • Mop the floor (follow manufacturer instructions for appliances)
☐ Thu Living area	<ul style="list-style-type: none"> • Clear coffee table and floor • Straighten cushions and blankets • Dust surfaces • Vacuum or sweep the main area • Empty any bin 	<ul style="list-style-type: none"> • 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

Times are time budgets, not measurements. For personal household use; please do not sell or redistribute. Use one cleaning product at a time and never mix products. Read every label.