

# Speed Cleaning Checklist

Keep this handy list around anytime you need to do a fast sweep of the house and get it company ready on short notice!

## Supplies

- Trash bags
- Laundry baskets, any baskets or large empty containers
- Broom & dustpan or Swiffer
- Swiffer Wet or mop & bucket
- Microfiber or dusting cloth
- Vacuum cleaner
- A willing crew

## The Method

- Pick up all trash; dispose outside.
- Anything that doesn't belong goes in a basket or box; no special order.
- Dirty dishes get loaded in the dishwasher.
- No dishwasher? Dump them in something and hide them. Really. The oven works.
- Dust surfaces.
- Sweep and vacuum.
- Mop obviously dirty areas.
- Any dirty rugs go in the laundry area.
- Spray the bathroom with cleaner.
- Swish the toilet with cleaner. Don't forget under the seat.
- Wipe surfaces with hand towel.
- Add clean hand towel.
- Empty garbage.

## Add Some Ambiance

- Light some candles.
- Fire up your essential oil diffuser or wax warmer.

- ❑ Fluff your pillows.
- ❑ Make a pot of something to drink.
- ❑ Add some snacks to a pretty plate.
- ❑ Spruce yourself up a bit.
- ❑ Relax and enjoy!

## After the Guests Have Gone

- ❑ Run the dishwasher.
- ❑ Take some time to enjoy your (seemingly) clean home.
- ❑ Get out ONE basket or box at a time and put whatever is in it where it belongs.  
HINT: If it doesn't have a place where it belongs, maybe you should find one.  
That's why it ends up as clutter in your home.
- ❑ Make a plan to go through the rest of the boxes and baskets as you can. You might find yourself searching through them as the week goes on for things you need. Again, think about why that ended up as clutter in a room where it didn't belong. Make a note if you have to. Are there a lot of similar things ending up as clutter?
- ❑ Think about how long it took you to do some basic cleaning and straightening up. If you can do this in a rush when people are coming over, maybe you can find time during the week to do the same, on a less frantic level.