

Spring Cleaning & Organizing Task List

5 Minute Tasks

- Make your bed with fresh linens.
- Make a to do list and highlight your top three priorities.
- Shred bills, documents, or mail you no longer need.
- Label a box or envelope to keep 2018 receipts and tax documents organized.
- Sort through old pencils, pens and markers and throw away any that no longer work or donate the ones you no longer need.
- Clean your purse or work bag.
- Return a text or email you've been putting off.
- Clean your phone, tv remote and other electronic devices that are used often.
- Delete apps on your phone you no longer use.
- Delete photos on your phone you no longer want.
- Wipe down the bathroom counter.
- Wipe down the bathroom sink.
- Wipe down the bathroom mirror.
- Clean your make up bag.
- Clean your make up brushes.
- Empty the trash bins in the bathrooms.
- Clean the toilet.
- Wipe down one door.
- Scrub the kitchen sink.
- Freshen up the garbage disposal.
- Declutter and stack plastic containers used for lunches and food prep.
- Empty the trash in the kitchen.

10 Minute Tasks

- Organize the top of your nightstand.
- Organize your purse or work bag.
- Purge any expired cosmetics.
- Clean out your car.
- Sort through and organize the mail on your countertop.
- Straighten up frequently used drawers.
- Declutter under the kitchen sink.
- Deep clean the microwave.
- Deep clean your cooktop.
- Clean your coffee pot.
- Clean and sharpen knives.
- Freshen up and vacuum carpets and rugs.
- Clean ceiling fan blades.
- Clean air vents.

15 Minute Tasks

- Declutter and organize one junk, desk, or kitchen drawer.
- Create and organize folders for documents you use on a regular basis on your desktop, laptop, tablet or phone.
- Declutter your email in box.
- Clean off your desk.
- Declutter your books, magazines and catalogs.
- Clean out your medicine cabinet.
- Clean out your spice drawer.
- Create a menu for the week.
- Wash a window.
- Create size specific bedding packets (bedding packets are when you put a flat sheet, fitted sheet and pillowcase inside the matching pillowcase so that each set is contained all together)
- Scrub and disinfect trash bins.
- Clean blinds and window treatments in one room.
- Sanitize and seal cutting boards.

20 Minute Tasks

- Clean out expired food from your pantry.
- Clean out expired food from your refrigerator.
- Sort through items in your closet to donate.
- Put away seasonal items like winter coats, sweaters, shoes, etc.
- Wipe down all the surfaces in one room.
- Wipe down appliances.
- Clean out your oven.
- Clean out your dishwasher.
- Replace bulbs, filters and batteries in smoke alarms.
- Clean out the fireplace.
- Refresh plants in pots.
- Sweep away cobwebs from the front or back porch.

30 Minute Tasks

- Organize your pantry by category and clean/wipe each shelf/bin.
- Organize your refrigerator by category and clean/wipe each shelf/bin.
- Organize your closet by category and color.
- Organize your linen closet by category.
- Deep clean floors.
- Flip all mattresses.
- Launder pet beds and linens.