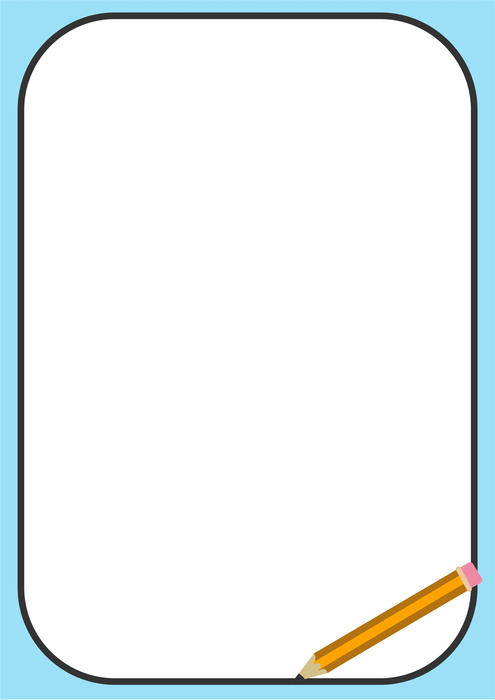
|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Daily** | | **Weekly** | | **Monthly** | |
| **🞎** | **Make bed** | **🞎** | **Empty receipts from wallet, purse, book bag** | **🞎** | **Recycle newspapers and magazines** |
| **🞎** | **Sort mail** | **🞎** | **Discard old food in refrigerator** | **🞎** | **Scan or file paid bills and important document** |
| **🞎** | **Clear dirty dishes from sink** | **🞎** | **Wash towels and sheets** | **🞎** | **Delete unnecessary computer files, email messages, and text message** |
| **🞎** | **Place clothes in hamper, closet, or drawer** | **🞎** | **Dust computer screen and keyboard** | **🞎** | **Sweep garage floor** |
| **🞎** | **Spend one minute in each room putting things in their proper storage places** | **🞎** | **Find matches for lost socks** | **🞎** | **Clean refrigerator shelves and drawers** |
| **🞎** | **At end of day, check calendar for tomorrow’s activities** | **🞎** | **Create grocery list** | **🞎** | **Donate or recycle last month’s magazines** |



**Conquer Clutter Checklist**