



Room Reset Checklist

Date: _____

Room: _____

Step 1: Clear the Surface

- Remove everything from visible surfaces (counters, tables, dressers, etc.)
- Wipe down all the surfaces
- Return only what belongs—keep it minimal and functional

Step 2: Quick Declutter

- 10-minute scan of the room
- Toss trash or broken items
- Remove anything that doesn't belong in this space
- Donate or relocate items you no longer use

Step 3: Check Key Zones

- Storage bins/drawers - are things still organized?
- High-traffic areas - any buildup of clutter?
- Floors - clear and easy to navigate?

Step 4: Reorganize if Needed

- Are your systems still working for you?
- Do labels need updating?
- Is there a better way to group or store items?

Next Reset: _____