



DON'T MISS A THING!

Maintenance Tips

1. Reset Once a Day

Take 10–15 minutes at the end of each day to return items to their homes. It's easier to tidy a little each day than to clean up a big mess later.

2. Use the One-In, One-Out Rule

Bought something new? Donate, toss, or repurpose one item in the same category to keep clutter in check.

3. Schedule Monthly Mini Check-Ins

Pick one drawer, shelf, or cabinet to review each week. Small refreshes prevent clutter from piling up.

4. Keep Surfaces Clear

Countertops, tables, and dressers tend to attract clutter. Designate what can live there, and put everything else away.

5. Label What You Can

Especially in shared spaces (kitchens, bathrooms, offices), labels help everyone know where things go.

6. Maintain Your Paper Zones

Tackle paper piles once a week. Use a system for "To Do," "To File," and "To Shred."

7. Seasonal Declutters Work Wonders

Use the change of seasons as a cue to review closets, holiday items, and kids' stuff.

8. Store by Frequency of Use

Keep daily-use items in easy-to-reach spots and seasonal or backup items higher or lower.

9. Make It a Family Affair

Assign everyone a small zone or task to maintain. Keeping things in order should be a team effort—not a solo project.

10. Remember: It's Progress, Not Perfection

Life gets busy. It's okay if things shift out of place. You're not failing—you're living. Just reset when you can.