

The background image shows a person's hand using a squeegee to clean a window. The window is slightly out of focus, showing greenery outside. In the foreground, a cleaning checklist is held by a hand. The checklist has two main sections: '- BASICS' and '- DEEP CLEANING EXT'. The '- BASICS' section includes items like 'Dust All Surfaces', 'Dust Corners + Edges', 'Vacuum All Floors', 'Wash All Baseboards', 'Wipe Switches', 'Wipe Door Knobs', and 'Clean Appliances'. The '- DEEP CLEANING EXT' section includes 'Clean Under', 'Wipe Ceiling', 'Dust Drapes', and 'Wash'. A pencil is pointing to the 'Wipe Switches' item in the '- BASICS' section. The title 'DECLUTTERING & CLEANING Planner' is overlaid on the image in a large, black, serif font for the first two words and a cursive font for 'Planner'.

# DECLUTTERING & CLEANING *Planner*

# DAILY CLEANING

DATE:

MORNING	
_____	<input type="radio"/>
_____	<input type="radio"/>
_____	<input type="radio"/>
_____	<input type="radio"/>
_____	<input type="radio"/>
_____	<input type="radio"/>
_____	<input type="radio"/>
_____	<input type="radio"/>
_____	<input type="radio"/>

EVENING	
_____	<input type="radio"/>
_____	<input type="radio"/>
_____	<input type="radio"/>
_____	<input type="radio"/>
_____	<input type="radio"/>
_____	<input type="radio"/>
_____	<input type="radio"/>
_____	<input type="radio"/>
_____	<input type="radio"/>

DAY	
_____	<input type="radio"/>
_____	<input type="radio"/>
_____	<input type="radio"/>
_____	<input type="radio"/>
_____	<input type="radio"/>
_____	<input type="radio"/>
_____	<input type="radio"/>
_____	<input type="radio"/>
_____	<input type="radio"/>

BEFORE BED	
_____	<input type="radio"/>
_____	<input type="radio"/>
_____	<input type="radio"/>
_____	<input type="radio"/>
_____	<input type="radio"/>
_____	<input type="radio"/>
_____	<input type="radio"/>
_____	<input type="radio"/>
_____	<input type="radio"/>

NOTES
_____
_____
_____

# WEEKLY CHORES

## ALL ROOMS

<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

## BEDROOM

<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

## LIVING ROOM

<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

# MONTHLY CLEANING

Month: \_\_\_\_\_

Mon	Tue	Wed	Thu	Fri	Sat	Sun
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Mon	Tue	Wed	Thu	Fri	Sat	Sun

# SEASONAL CHORES

SPRING

○ ○ ○ ○ ○ ○ ○ ○

## SUMMER

○ ○ ○ ○ ○ ○ ○

SPRING

○ ○ ○ ○ ○ ○ ○ ○

S U M M E R

○ ○ ○ ○ ○ ○ ○ ○

# SPEED CLEANING

[illegible]

# HOME MAINTENANCE

EVERY MONTH

[illegible]

EVERY 2 MONTHS

[illegible]

# HOME MAINTENANCE

EVERY 4 MONTHS

[illegible]

EVERY 6 MONTHS

[illegible]

# HOME MAINTENANCE

## ANNUALLY

This image shows a blank sheet of white paper with horizontal ruling lines. A vertical margin line is positioned on the left side, featuring nine circular binder holes spaced evenly from top to bottom. The rest of the page is empty, providing space for writing or drawing.

EVERY FALL

[illegible]

# CLEANING ZONES

[illegible][illegible][illegible]

# ZONE CLEANING

ZONE:

ZONE:

# SPRING CLEANING

## SUPPLIES

This image shows a blank sheet of white paper with ten horizontal lines. On the left side of the page, there are ten empty circles arranged vertically, one next to each line, serving as guides for writing or drawing.

## DINING ROOM

[illegible]


## KITCHEN

[illegible]

## LIVING ROOM

[illegible]

## CLOSETS



## ENTRY









[illegible]

## BATHROOMS

## OFFICE

[illegible]

## OTHER

# SPRING CLEANING

## SUPPLIES

- ☐ Glass/wood cleaner
- ☐ Stainless steel cleaner
- ☐ All purpose cleaner
- ☐ Shower & tile cleaner
- ☐ Toilet cleaner
- ☐ Mop/mopping solution
- ☐ Bucket
- ☐ Broom
- ☐ Dusting spray
- ☐ Paper towels
- ☐ Rags or sponges
- ☐ Laundry baskets or boxes

## CLOSETS

- ☐ Organize apparel
- ☐ Dust shelves, hangers
- ☐ Wipe down baseboards
- ☐ Toss or donate unused items
- ☐ Tidy jewelry
- ☐ Vacuum/sweep

## BATHROOMS

- ☐ Clean counters & sink
- ☐ Clean out drawers & cabinets
- ☐ Wash windows, mirrors
- ☐ Unclog /clean drain
- ☐ Deep clean shower
- ☐ Wash shower curtain & bath mats
- ☐ Scrub the toilet and tub
- ☐ Take out trash
- ☐ Vacuum/sweep
- ☐ Mop

## DINING ROOM

- ☐ Dust ceiling fan, blinds
- ☐ Dust tables, chairs, vents
- ☐ Wipe down baseboards
- ☐ Clean windows
- ☐ Dust furniture
- ☐ Organize decor
- ☐ Shake out area rug
- ☐ Vacuum/sweep

## LIVING ROOM

- ☐ Dust vents, fan, tabletops
- ☐ Clean curtains, windows
- ☐ Wipe down baseboards
- ☐ Tidy display items
- ☐ Wipe down walls
- ☐ Shake out area rugs
- ☐ Check smoke detector
- ☐ Vacuum/sweep
- ☐ Dust furniture
- ☐ Wash throw rugs
- ☐ Mop

## OTHER

- ☐ Dust shelves
- ☐ Wipe down baseboards
- ☐ Clean windows
- ☐ Dust furniture
- ☐ Take out trash
- ☐ Vacuum/sweep
- ☐ Mop

## KITCHEN

- ☐ Clean counters, sink
- ☐ Deep clean stove
- ☐ Tidy & wipe down cabinets
- ☐ Clean drawers & cabinets
- ☐ Clean windows
- ☐ Clean microwave
- ☐ Take out trash
- ☐ Clean trash cans
- ☐ Clean counter top appliances
- ☐ Clean refrigerator
- ☐ Vacuum/sweep
- ☐ Mop

## ENTRY

- ☐ Wipe down baseboards
- ☐ Organize decor
- ☐ Clean out closet
- ☐ Dust furniture + nick nacks
- ☐ Tidy jewelry
- ☐ Clean or change rugs
- ☐ Vacuum/sweep

## OFFICE

- ☐ Clean windows
- ☐ Clean desk & shelves
- ☐ Organize cables
- ☐ Organize supplies
- ☐ Clean computer, keyboard
- ☐ Shred paper & trash it
- ☐ Take out trash
- ☐ Vacuum/sweep
- ☐ Mop

# CLEANING BEDROOMS

DATE:

Bedroom:	
	Dresser
	Desk
	Shelves
	Under bed
	Nightstand
	Closet shelves
	Closet clothes
	Shoes
	Decor

Bedroom:	
	Dresser
	Desk
	Shelves
	Under bed
	Nightstand
	Closet shelves
	Closet clothes
	Shoes
	Decor

Bedroom:	
	Dresser
	Desk
	Shelves
	Under bed
	Nightstand
	Closet shelves
	Closet clothes
	Shoes
	Decor

Bedroom:	
	Dresser
	Desk
	Shelves
	Under bed
	Nightstand
	Closet shelves
	Closet clothes
	Shoes
	Decor

# DECLUTTERING GOAL











Main decluttering goal:

Splitting goal into manageable sections

Splitting sections into tasks



# RULES OF KON MARI

-  Declutter before organizing
-  Take photos of your space before you begin
-  Start the tidying up process with clothes first
-  Hold each item in your hands, and ask yourself, "Does this item bring me joy?"
-  Before getting rid of an item, hold it and say, "Thank you"
-  Fold clothes the Marie Kondo way
-  Tidy sentimental items last
-  Know that it will look worse before it looks better
-  Do and your children will follow
-  Tidy up before you move

# FIND ROOT OF CLUTTER

Describe the PROBLEM:

WHY

WHY

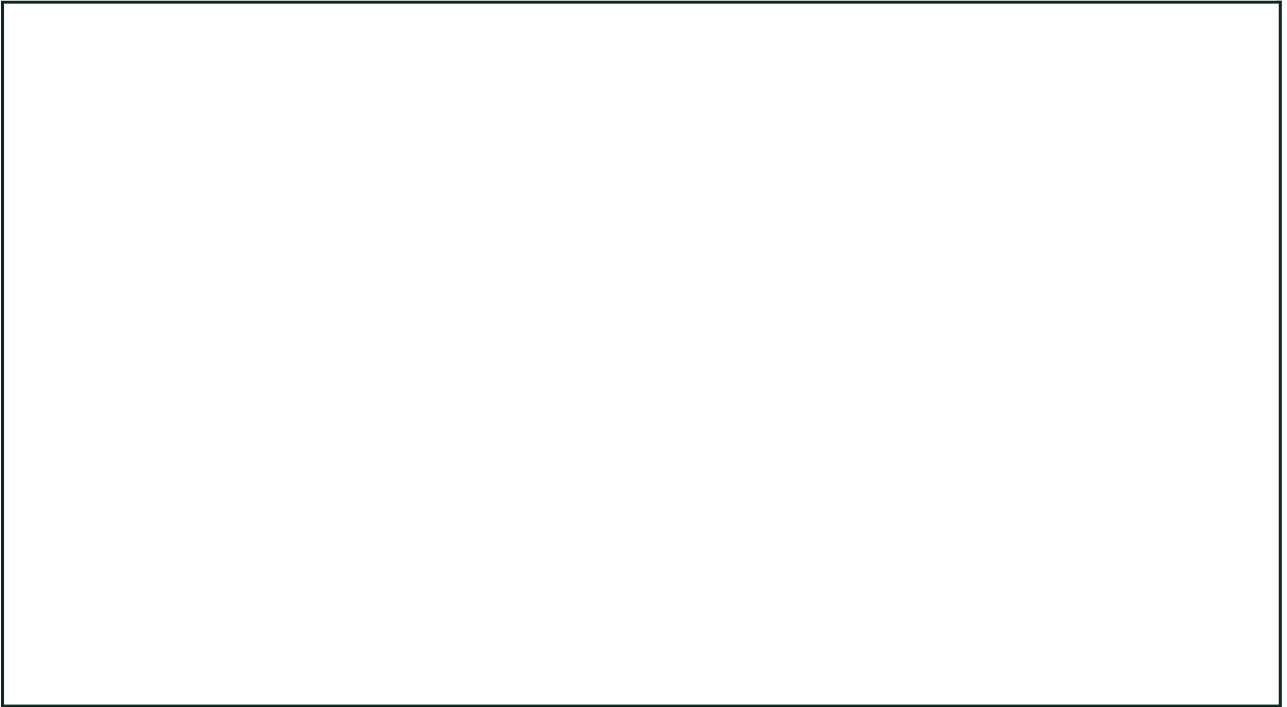
WHY

SOLUTION:

# MINDSET FOCUS

## BEFORE CLEANING

### CURRENT SPACE FEELING & REFLECTION ABOUT YOUR LIFE

A large, empty rectangular box with a thin black border, intended for writing reflections on the current space feeling and life.

### TARGET SPACE IDEAL LOOK & REFLECTION OF LIFE

A large, empty rectangular box with a thin black border, intended for writing reflections on the target space ideal look and life.

# MINDSET FOCUS

AFTER CLEANING

WHAT IS IMPROVED AND LEARNT

CURRENT SPACE LOOK & FEEL

# KON MARI CHECKLIST

## CLOTHES

- ☐ TOPS + SHIRTS, SWEATERS, ETC.
- ☐ BOTTOMS: PANTS, SKIRTS, ETC.
- ☐ DRESSES
- ☐ OUTWEAR
- ☐ PAJAMAS
- ☐ SOCKS AND UNDERWEAR
- ☐ BAGS
- ☐ ACCESSORIES
- ☐ COSTUMES AND UNIFORMS
- ☐ ACTIVEWEAR AND SWIM SUITS
- ☐ SHOES

## BOOKS

- ☐ GENERAL
- ☐ COOKBOOKS
- ☐ MAGAZINES
- ☐ REFERENCES
- ☐ VISUAL AND PORTFOLIOS

## PAPERS

- ☐ CREDIT CARD AND BANK STATEMENTS
- ☐ GREETINGS CARDS
- ☐ WARRANTIES
- ☐ MANUALS
- ☐ PAYSLIPS
- ☐ CLIPPINGS

## KOMONO

- ☐ CDS, DVDS
- ☐ VALUABLES
- ☐ ELECTRONICS
- ☐ BEAUTY PRODUCTS
- ☐ HOUSEHOLD ITEMS
- ☐ KITCHEN GOODS
- ☐ HOBBY AND CRAFT ITEMS
- ☐ BEDDINGS
- ☐ TOOLS
- ☐ PASSPORTS AND CREDIT CARDS
- ☐ SPARE CHANGE
- ☐ FIGURINES AND ART
- ☐ OTHER AND RANDOM

## SENTIMENTAL

- ☐ JOURNALS AND DIARIES
- ☐ LETTERS
- ☐ PHOTOS AND SCRAPBOOKS
- ☐ KIDS' KEEPSAKES
- ☐ HEIRLOOMS
- ☐ GIFTS
- ☐ TROPHIES
- ☐ SOUVENIRS

# 7 DAY DECLUTTER CHALLENGE

	CATEGORY	GOALS	NO OF ITEMS to DECLUTTER
DAY 1			
DAY 2			
DAY 3			
DAY 4			
DAY 5			
DAY 6			
DAY 7			

# FIX, REPLACE, SELL

[illegible]

# DECLUTTERING PLAN

[illegible][illegible][illegible][illegible][illegible][illegible][illegible]

# DISCARD LIST

[illegible]

# ROOM DECLUTTERING

# CONTROL YOUR CLUTTER

Make a list of all of the areas that are cluttered in your home. Start with the things that annoy you or stresses you out the most.

# GET RID OF IN 30 DAYS

[illegible][illegible]

# TASK CHART

TASKS	M	T	W	T	F	S
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

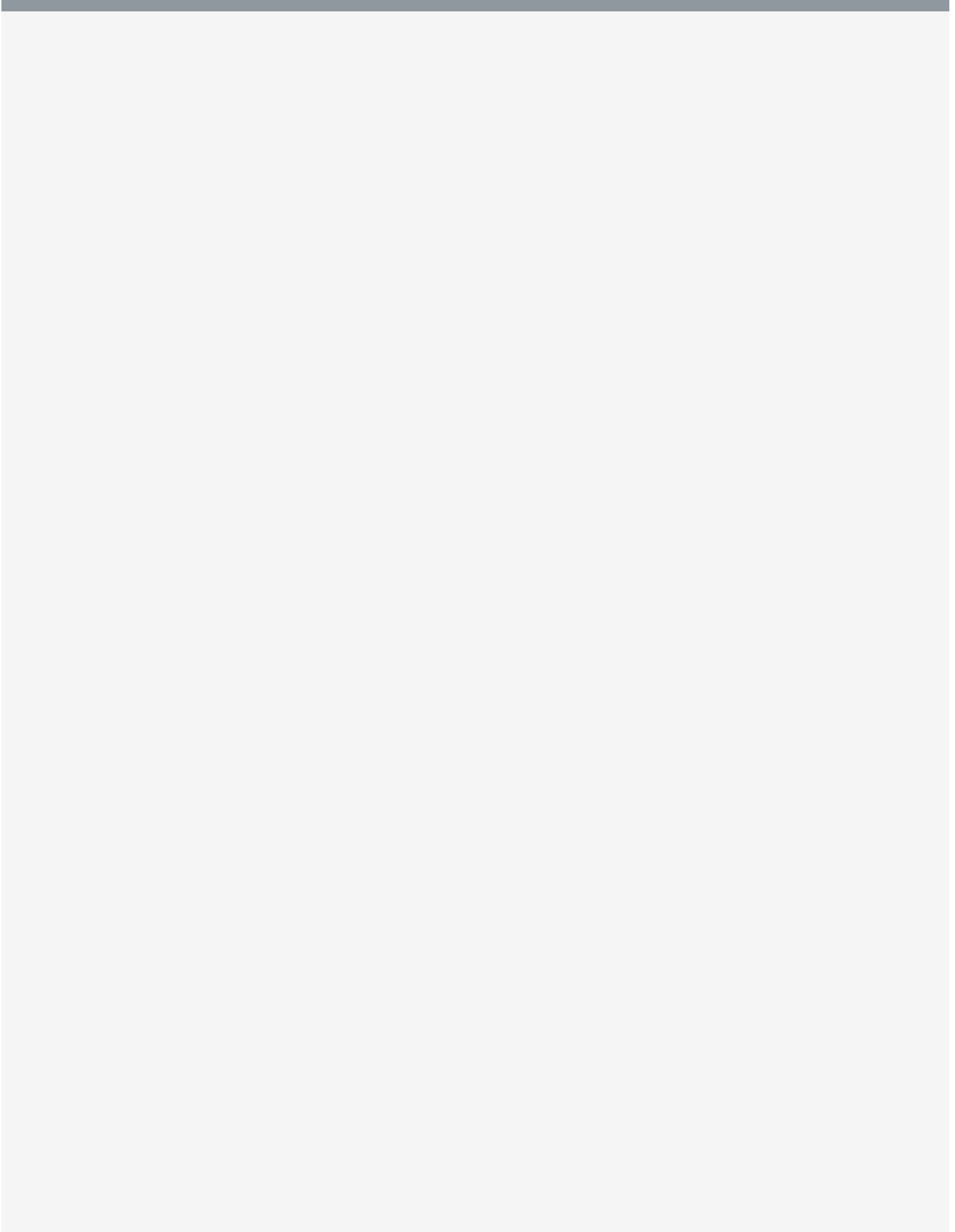
NOTES

# TO DO LIST

## Notes

[illegible]

# VISION BOARD



# NOTES