

Winter Cleaning & CHECKLIST

THE PAPER & PLAN CO.

December	January	February
OFFICE & PAPERWORK <ul style="list-style-type: none"> <input type="checkbox"/> DECLUTTER clear surfaces & toss anything you don't love. <input type="checkbox"/> EVALUATE look at methods & systems already in place. <input type="checkbox"/> FIND 3 TROUBLE SPOTS write them down & commit to taking care of them. <input type="checkbox"/> SHRED, SHRED, SHRED safely shred all documents that you no longer need. <input type="checkbox"/> SET UP YOUR SYSTEMS whether it's a new filing system or organization system, get something in place that will improve your productivity. <input type="checkbox"/> ADD ON once the first system is in place & working, add the next one. 	WHOLE HOUSE DECLUTTER <ul style="list-style-type: none"> <input type="checkbox"/> DECLUTTER do a whole house quick declutter & gather at least 3 bags of stuff to get rid of. <input type="checkbox"/> CLEAN SURFACES remove clutter from flat surfaces like counters & dressers. <input type="checkbox"/> SORT sort through any existing paper piles visible on surfaces. <input type="checkbox"/> MAIL deal with mail piles & find a way to sort through daily mail before it piles up. <input type="checkbox"/> KITCHEN declutter counter, cabinet, & drawer clutter. <input type="checkbox"/> BATHROOMS declutter counter, cabinet, & drawer clutter. <input type="checkbox"/> BEDROOMS declutter surfaces, closets, & drawers. <input type="checkbox"/> LIVING AREAS declutter toys, storage, & surfaces 	THE KITCHEN <ul style="list-style-type: none"> <input type="checkbox"/> DECLUTTER completely clear counters & wipe clean. <input type="checkbox"/> CLEAN SURFACES wipe cabinets & drawers inside & out. <input type="checkbox"/> DEEP CLEAN deep clean refrigerator, freezer, stove & oven. <input type="checkbox"/> FOOD STORAGE clean pantry or food storage areas and throw away anything expired. <input type="checkbox"/> TOSS & DONATE items that are no longer needed or wanted, decide to toss or donate. <input type="checkbox"/> ORGANIZE group like things together. <input type="checkbox"/> CONTAIN use containers to organize food & cooking supplies. <input type="checkbox"/> LABEL to make locating items easier. <input type="checkbox"/> SCRUB deep clean the kitchen sink. <input type="checkbox"/> CLEAN MOST TOUCHED wipe doors, knobs, & handles.