

MICRO ORGANIZING

Bathrooms

- Sort and declutter the medicine cabinet
- Sort out the vanity cabinet
- Sort out a vanity drawer
- Clear out the linen closet
- Clean off vanity surface
- Scrub the shower/tub
- Deep clean the floor
- Launder all towels, rugs and shower curtain
- Replace any disreputable towels, mats or shower curtain
- Reward yourself with a relaxing bath or shower

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Kitchens

- Clean out under the sink
- Empty and sort out one drawer, then repeat
- Empty and sort out one cabinet , then repeat
- Empty, sort and replace one pantry shelf , then repeat
- Empty, sort and replace spice cabinet
- Clean out refrigerator , defrost freezer
- Clean out oven and dishwasher
- Wipe out microwave and small appliances
- Clean off the countertop
- Treat yourself to dinner out

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Home Office

- Starting with one drawer at a time, empty the desk drawer and sort items
- Files – same as above, shred all items with private information
- Top of desk – focusing on one area at time
- Bookshelves – as always, one at a time
- Bonus points -calendar – take a look at your calendar and try to resolve any conflicts ahead of time
- Bonus, bonus points – scroll through your email accounts and text threads and delete everything that is obsolete

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Extra Areas

- Coat closet – pull everything out. Remove anything no longer needed and put it in a donation box. Match all shoes and gloves, hang all coats and set aside anything that needs to be sent to the cleaners or repaired
- Shelves/storage bins/storage benches -dump out and sort as above
- Laundry room floor/counter – sort all clothes (clean/dirty/needs repair)
- Laundry room cabinet – remove everything, wiping down each item before replacing
- Run your washer/dryer on a cleaning cycle and wipe down the exterior
- Bonus -do the sewing repairs needed or send out for repairs