

mom
it forward[®]

organize

Issue 6

55

TIPS TO

ORGANIZE

AND

CLEAN

YOUR

HOME





*My idea of
superwoman is
someone who
scrubs her own
floors.*

- Bette Midler



55 TIPS FOR CLEANING & ORGANIZING

55 Small and
Simple Ways to
Clean and Organize
Every Room in Your
Home



Creating a clean and organized home doesn't have to be an overwhelming task. It's all about taking small and simple steps to make your house sparkle. Here are 55 ideas to help you get started.



A place for everything, everything in its place.

- Benjamin Franklin



Home Cleaning



Tip 1

Create your own janitorial cleaning box to carry from room to room. You can buy there at Walmart, Target, or janitorial supply store. Fill the box with the following essentials:

- Multipurpose cleaner
- Rags or paper towels
- Dusting cloths
- Disinfectant spray
- Timer (this will help keep your cleaning within a time limit)

Tip 2

Choose five rooms that need attention every day (e.g. kitchen, living room, study/office, most used bathroom, and master bedroom). Do something everyday in each of these rooms to ensure they don't get out of control. Check out our Daily Cleaning Schedule printable on page 21 for some ideas.

Decide how much time each room in your house needs and start the timer. For example, you can give the kitchen 15 minutes, the master bedroom 10 minutes, the bathroom 5 minutes, etc. Make sure to stay within your time limit to ensure you get to each of the rooms.

Tip 3

Set aside 10 minutes everyday for your kids to clean their own rooms. Don't put their rooms on your personal cleaning schedule.

Tip 4

Start a load of laundry before going to bed. Doing at least one load of laundry a day ensures that your family doesn't run out of socks or underwear and keeps your dirty laundry pile in check. After starting that load, make sure the load started the previous day is folded and put away.

Tip 5

Save time in the mornings by selecting your outfits before going to bed. This will also help minimize the rush on those hectic mornings.

Now that you have all the tools, you can put them into practice. You'll find that if you follow our daily cleaning schedule everyday, your house will be more calm and peaceful for the whole family. Check out our Daily Cleaning Schedule on page 21 and Deep Cleaning Schedules on pages 22-25 to get started.

If you would like to fill in your own chore chart for the kiddos, check out our Chore chart printable on page 26.

// *My idea of housework is to sweep the room with a glance.*

- Erma Bombeck





Closet Organization

Tip 6

Make sure you have enough hangers for each item of clothing in your closet. This will prevent the pile of laundry on the floor.

Tip 7

Get rid of any clothes and shoes that you haven't worn in the last year. Also, get rid of clothes and shoes that don't fit you anymore.

Tip 8

Slide shower curtain rings on a hanger to organize scarves.

Tip 9

Place shelves in your hall closet to hold shoes, bins, hats, and scarves.

Tip 10

Place hooks on the inside of your hall closet to keep purses and backpacks organized.

Tip 11

Store sheets in pillowcases to keep matching linens together.



// *Have a time and place for everything, and do everything in its time and place, and you will not only accomplish more, but have far more leisure than those who are always hurrying.*

- Tryon Edwards



Toy Room Organization

Tip 12

Invest in baskets, bins, or buckets designated for each type of toy (cars, blocks, doll clothes, etc.)

Tip 13

Have your kids keep their dress-up area organized by creating a dress-up rack to keep dresses and accessories neat and tidy.

Tip 14

Invest in a good toy chest. For simple cleanup, just throw everything into the chest.

Tip 15

Label each of your toy bins, using words or pictures, so your kids only take out what they want and know where everything goes at the end of the day.

Tip 16

Invest in a bookshelf (the kind with square openings work great) and place a square basket or bin on each shelf.

Tip 17

Leave space between each playset to create a distinct area for each activity—reading, dress-up, dolls, trains set, etc.



Organizing is what you do before you do something, so that when you do it, it's not all mixed up.

- A.A. Milne



Bathroom Organization



Tip 18

Mount a tension rod under the sink to hang spray cleaners.

Tip 19

Put a wine rack on the countertop to store rolled up towels.

Tip 20

Attach hooks on the back of the door to place extra towels, the next day's school clothes, or pajamas for your kids.

Tip 21

Mount a medicine cabinet over the toilet with a shelf and cupboards for extra storage of smaller items.

Tip 22

Use the space under the sink for extra towels.

Tip 23

Use plastic containers in drawers to organize toothbrushes, hair accessories, hair tools, cosmetics, etc.



// *I enjoy the cleaning up—something about the getting of things in order for winter—making the garden secure—a battening down of hatches perhaps ... It just feels right.*

- David Hobson



Bedroom Organization



Tip 24

Have a laundry basket in each bedroom. One day a week, have everyone take their laundry baskets to the laundry room and separate into whites and darks. Save floor space by using hanging laundry bags.

Tip 25

Place a picture of items of clothing on each drawer so smaller children can help put away clothes.

Tip 26

Keep only a certain number of toys in each child's bedroom and rotate through them. Either move the older ones to the toy room or donate as you add new ones.

Tip 27

Use the space under your bed for bins or boxes to store less frequently used items.

Tip 28

Mount a medicine cabinet in your room to store jewelry. This is a great way to keep it organized and avoid clutter.

Tip 29

Create a charging station for your electronic devices in a drawer of your nightstand.



// *Have nothing in your home that you do not know to be useful or believe to be beautiful.*

- William Morris



Laundry Organization

Tip 30

Create a shelf to place near the washer and dryer that will hold all of your laundry cleaning supplies.

Tip 31

Have a table near the washer and dryer that you can use to fold clothes.

Tip 32

Have a wall-mounted ironing board to save space.

Tip 33

Put your most frequently used items in the most accessible place. Put the other items on a high shelf.

Tip 34

Sort white, colors, delicates, and heavily soiled items in separate bins or a rolling cart.

Tip 35

Keep a drying rack handy for your “hang dry” items.



*// Bottom line is, if you do not use it or need it,
it's clutter, and it needs to go.*

- Charisse Ward



Kitchen Organization

Tip 36

Store your hand mixer and the accessories in one basket in your cupboard for easy access and retrieval.

Tip 37

Store your plastic bags in empty paper towel tubes. By doing this, you make the bags easy to grab and they take up less space.

Tip 38

Mount your spices on the wall or on the inside of your pantry door to free up shelf space.

Tip 39

Use a Lazy Susan in your freezer for easy access to smaller items.

Tip 40

Use clear tubs or boxes to keep related items in the fridge. Put all of your sandwich making ingredients in one box so you only have to go into the fridge once.

Tip 41

Attach cup hooks to the inside of your cupboard doors to display items like measuring spoons, large utensils, etc.

Tip 42

Store your most frequently used items in the most accessible places.



Tip 43

Keep an inventory list of the food in your freezer. List the name and when it was bought or made so you know how soon you need to eat the food hidden in the deep freeze. Check out our Freezer Inventory printable on page 27.

Tip 44

Mount a tension rod under the sink to hang spray cleaners.

Tip 45

Store all of your instruction manuals for kitchen appliances in one binder in the kitchen or pantry.

Tip 46

Post a sheet of paper on the fridge and keep it updated with groceries and supplies that need to be replenished. On shopping day, just grab the sheet and head to the store. Check out our Grocery List printable on page 28 to help you organize your grocery shopping.

Tip 47

When cleaning out your fridge or freezer, prepare by doing the following:

- Gather big trash bags to throw away expired food
- Fill your sink with hot soapy water
- Empty the dishwasher to prepare for a new load to be cleaned
- Be ready with a permanent marker and labels. Check out our fun storage labels to organize your fridge, freezer, and cupboards on pages 29-31.
- Gather cleaning supplies
- Put some ice in an ice chest or cooler for food that can't sit out while cleaning





Home Office Organization



Tip 48

Use the walls in your office to hang clipboards, notes, schedules, and to-do lists so they are easily accessible.

Tip 49

Hang a plastic peg board above your desk and add hooks and containers to hold everything you need daily.

Tip 50

Attach a wine or stemware rack under a shelf or under your desk and insert glass cylinders in the rack to store everyday supplies.

Tip 51

Hang a towel rack or bar above your desk and attach hooks to hold scissors, tape, and cups to hold other office supplies.

Tip 52

Use the side of your desk for additional storage and as a place to tack more notes. Attach hooks to hang your purse, keys, etc.

Tip 53

Use bread tags to label the ends of your power cords so you know what cord belongs to which device on your power strip. There's nothing worse than unplugging your computer instead of your desk lamp.

Tip 54

Use a charging station to keep cords untangled and gadgets fully charged.

Tip 55

Mount two corkboards above your desk, one labeled “now” and the other “later.” Pin papers and reminders on each board to help keep priorities in check.

// *If you look at your entire house as one unit of junk, you'll never do anything because the job is too overwhelming. Take it one drawer at a time.*

- Janet Luhrs





Daily Cleaning Checklist

Week of: ___ / ___ / ____

	s	m	t	w	r	f	s
Bathroom							
Clean Mirror	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean Countertop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bedroom							
Make Bed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fold & Put Away Clothes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remove Clutter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Choose Tomorrow's Clothes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Living Room							
Vacuum/Sweep	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear Clutter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen							
Do Dishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wipe Down Counters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sweep Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Study/Office							
Straighten Up Desk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust Computer & Keyboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Throw Away Old Reminders/Papers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laundry							
Start 1 Load of Laundry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fold & Put Away Laundry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Deep Cleaning Checklist

(Bedroom)

Cleaning Task	Date Completed	Date Completed	Date Completed
Wash Bedding			
Wash Pillows			
Make Bed			
Dust Furniture			
Remove Old Clothing & Shoes			
Replace Out of Season Items			
Organize Clothes in Drawers			
Organize Clothes in Closet			
Organize Items Under Bed			
Clean Window Treatments			
Vacuum Floors			
Wipe Down Baseboards			
De-Clutter Room			
Wash Vents			
Spot Clean Walls			
Wash Window(s)			
Wipe Down Window Frames			
Organize Bins Under the Bed			
Clean Cobwebs			
Clean Doorknobs			
Donate Unwanted Items			



Deep Cleaning Checklist

(Bathroom)

Cleaning Task	Date Completed	Date Completed	Date Completed
Disinfect Counters			
Clean Mirror			
Wipe Down Baseboards			
Sweep/Vacuum Floor			
Wash Floor			
Wipe Down Walls			
Scrub Tub/Shower			
Wash Sink/Tub Fixtures			
Disinfect Sink			
Wipe Down Drawer Exteriors			
Wipe Down Drawer Interiors			
Dust Corners (from top down)			
Clean Toilet (Interior/Exterior)			
Empty Trash			
Wipe Light Switches			
Wash Vents			
Wash Windows			
Hang New Towel(s)			



Deep Cleaning Checklist

(Kitchen)

Cleaning Task	Date Completed	Date Completed	Date Completed
Wipe Down Cabinet Exteriors			
Wipe Down Cabinet Interiors			
Wipe Down Drawer Exteriors			
Wipe Down Drawer Interiors			
Empty & Clean Fridge			
Empty & Clean Freezer			
Clean Oven			
Clean Microwave			
Sweep Floor			
Wash Floor			
Wipe Down Counters			
Wipe Down Baseboards			
Scrub Sink			
Clean Sink Features			
Empty Trash			
Organize Storage Containers			
Dust Corners (from top down)			
Wipe Down Light Switches			
Wash Vents			
Organize Pantry			



Deep Cleaning Checklist

(Living Area)

Cleaning Task	Date Completed	Date Completed	Date Completed
Clean Window Treatments			
Wipe Down Baseboards			
Wash Pillows			
Wash Blankets & Throws			
Dust Corners (from top down)			
Vacuum/Wash Floor			
Spot Clean Walls			
De-Clutter Room			
Wipe Light Switches			
Dust Furniture			
Dust/Clean Light Fixtures			
Wash Vents			



Chore Chart

Name: _____

Instructions: Give yourself one point for every chore completed. At the beginning of the week, make a goal for how many points you want to earn and what reward you will receive by accomplishing your chore goal. At the end of the week, total your points and see if you met your goal.



Chores	s	m	t	w	t	f	s	total
1.								
2.								
3.								
4.								

point goal

reward

week total





Freezer Inventory

Prepared Meals

Item	Qty	Date Frozen	Used

Meat

Item	Qty	Date Frozen	Used

Fruits & Veggies

Item	Qty	Date Frozen	Used

Desserts

Item	Qty	Date Frozen	Used

Misc

Item	Qty	Date Frozen	Used

Item	Qty	Date Frozen	Used

Item	Qty	Date Frozen	Used

Item	Qty	Date Frozen	Used



Meal Plan

mon _____

tue _____

wed _____

thu _____

fri _____

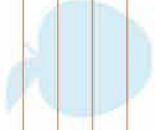
sat _____

sun _____



Shopping List

produce



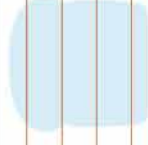
dairy



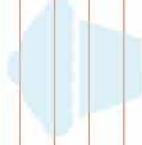
meat, fish & poultry



bread, pasta & cereal



drinks & snacks



frozen food



house & cleaning



misc.

Freezer Storage Labels

 Contents:

Frozen on:
JAN FEB MAR APR MAY JUN year
JUL AUG SEP OCT NOV DEC

 Contents:

Frozen on:
JAN FEB MAR APR MAY JUN year
JUL AUG SEP OCT NOV DEC

 Contents:

Frozen on:
JAN FEB MAR APR MAY JUN year
JUL AUG SEP OCT NOV DEC

 Contents:

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JAN FEB MAR APR MAY JUN year
JUL AUG SEP OCT NOV DEC

 Contents:

Frozen on:
JAN FEB MAR APR MAY JUN year
JUL AUG SEP OCT NOV DEC

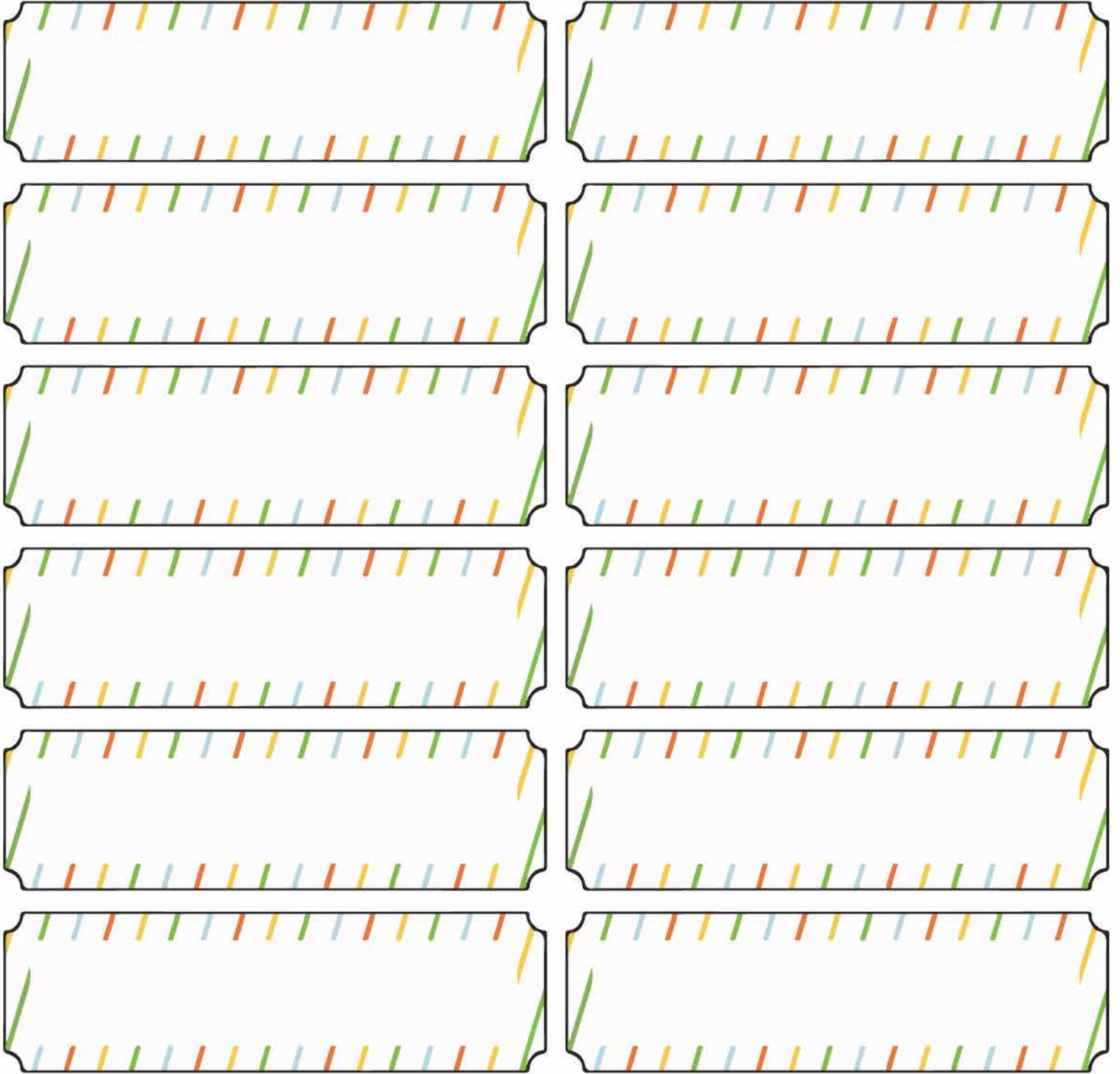
 Contents:

Frozen on:
JAN FEB MAR APR MAY JUN year
JUL AUG SEP OCT NOV DEC

Can Labels

 <p>Contents: _____ Date Stored: _____</p>	 <p>Contents: _____ Date Stored: _____</p>	 <p>Contents: _____ Date Stored: _____</p>	 <p>Contents: _____ Date Stored: _____</p>
 <p>Contents: _____ Date Stored: _____</p>	 <p>Contents: _____ Date Stored: _____</p>	 <p>Contents: _____ Date Stored: _____</p>	 <p>Contents: _____ Date Stored: _____</p>
 <p>Contents: _____ Date Stored: _____</p>	 <p>Contents: _____ Date Stored: _____</p>	 <p>Contents: _____ Date Stored: _____</p>	 <p>Contents: _____ Date Stored: _____</p>
 <p>Contents: _____ Date Stored: _____</p>	 <p>Contents: _____ Date Stored: _____</p>	 <p>Contents: _____ Date Stored: _____</p>	 <p>Contents: _____ Date Stored: _____</p>

Storage Labels





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and We'll Love You!

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