

The 10-Minute Daily Reset

Clear first, wipe second, floor last. Set a timer. When it rings, stop.

Done	Step	Time budget	What to do
☐	1. Put ten things back	2 min	Ten items from floor, couch and table go where they live. No home? One basket.
☐	2. Dishes	2 min	Load the dishwasher, or stack dishes and leave them to soak.
☐	3. Counters and stovetop	2 min	Clear, then wipe the kitchen counters and the top of the stove.
☐	4. Trash check	1 min	Empty kitchen and bathroom bins if they are full.
☐	5. Walkway floor pass	2 min	Sweep or vacuum only the paths you walk every day.
☐	6. Bathroom sink	1 min	Wipe the sink and the counter around it.

The minimum day (about 5 minutes)

Rough day? Do these three and call the day done. You do not need to make up a missed day.

☐	Dishes handled: in the dishwasher, or stacked and soaking
☐	Trash out if it is full: one bin is enough
☐	One clear surface: the counter or table where you will start tomorrow

Safety: Use one cleaning product at a time. Never mix cleaning products, especially bleach with vinegar, ammonia or other cleaners. Read the label, open a window or run the fan, and keep products in their original containers away from children and pets. In the US, Poison Control: 1-800-222-1222.

This week

Mon	Tue	Wed	Thu	Fri	Sat	Sun

Write the tier you did each day: 5 / 10 / 20 / 40.

Times are time budgets (how long to spend), not measurements. For personal household use; please do not sell or redistribute. Cleaning guidance is general: follow product labels and the care instructions for your surfaces and appliances.