

15-Minute Daily Decluttering Checklist

Living Room Edition

■ **Daily Habits (5–15 minutes):**

- Clear & reset coffee table (remove cups, papers, remotes, wipe surface)
- Fluff pillows & fold/drape blankets
- Return shoes, handbags, and backpacks to proper spots
- Quick dust of tables, lamps, TV stand
- Declutter surfaces (limit décor & remove excess items)
- Use the basket trick (gather stray items for later relocation)
- Quick vacuum/sweep of high-traffic areas

■ **Weekly Reset (extra 20–30 minutes):**

- Empty the basket and return items to their homes
- Dust thoroughly (including fans, shelves, and baseboards)
- Vacuum or mop the entire room