

15-Minute Declutter Checklist

Pick one room, set a 15-minute timer, and work through the list. Small, fast passes beat waiting for a free weekend.

Kitchen

~15 min

- ☐ Clear countertop clutter into one basket
- ☐ Toss expired fridge/pantry items
- ☐ Empty the dish rack
- ☐ Wipe down one surface
- ☐ Recycle takeout menus & junk mail

Bathroom

~15 min

- ☐ Toss empty or expired products
- ☐ Clear the counter into a tray
- ☐ Fold and straighten towels
- ☐ Wipe mirror and sink
- ☐ Restock what's almost out

Bedroom

~15 min

- ☐ Make the bed
- ☐ Clear the nightstand
- ☐ Put loose clothes away or in hamper
- ☐ Clear one flat surface fully
- ☐ Start a donate pile for 3 items

Living Room

~15 min

- ☐ Fluff and straighten cushions
- ☐ Clear the coffee table
- ☐ Return stray items to their room
- ☐ Fold and stack blankets
- ☐ Tidy remotes & cords into a bin

Entryway

~15 min

- ☐ Line up shoes or bin them
- ☐ Hang up loose coats and bags
- ☐ Clear the catch-all surface
- ☐ Sort mail into keep / recycle
- ☐ Return keys to a fixed spot

Desk / Workspace

~15 min

- ☐ Clear the desk surface
- ☐ File or recycle loose papers
- ☐ Coil and corral cables
- ☐ Wipe down the desk
- ☐ Empty the trash bin

15:00

Set a timer before you start. Stop when it rings, even if the room isn't finished -- you can always do another 15 minutes tomorrow.