

Sparkling SUCCESS

A 12-DAY CLEANING CHALLENGE



DAY 1: DEFINE YOUR GOALS

Maintaining a clean and tidy home not only enhances your physical surroundings but also promotes a sense of peace and well-being. However, sometimes it can feel overwhelming to tackle cleaning tasks without a clear plan or goal in mind. During today's challenge, we will explore effective strategies for setting and achieving cleaning goals, helping you transform your cleaning routine into a successful and satisfying endeavor.

1. Define Your Cleaning Priorities: Start by identifying your cleaning priorities. What are the areas or tasks that require the most attention? Is it deep cleaning the kitchen, organizing the closet, or decluttering the living room? Make a list of the specific cleaning goals you want to achieve.

2. Break It Down: Break down your cleaning goals into manageable tasks. Divide each goal into smaller, actionable steps. For example, if your goal is to deep clean the kitchen, you can break it down into tasks like cleaning the oven, scrubbing the countertops, and organizing the pantry. Breaking tasks down makes them less overwhelming and more achievable.

3. Set a Realistic Timeline: Establish a realistic timeline for completing your cleaning goals. Consider your schedule, available time, and energy levels. Be mindful not to overload yourself with too many tasks at once. Setting a reasonable timeline ensures that you stay motivated and can accomplish your cleaning goals effectively.

4. Create a Cleaning Schedule: Develop a cleaning schedule or routine that fits your lifestyle. Determine the frequency and timing of cleaning tasks, whether it's a daily, weekly, or monthly basis. Having a routine helps you stay consistent and prevents tasks from piling up. Set specific cleaning days for specific tasks, and don't forget to schedule regular maintenance cleaning as well.

5. Gather the Right Tools and Supplies: Ensure you have the necessary cleaning tools and supplies to accomplish your goals. Stock up on eco-friendly cleaning products, microfiber cloths, scrub brushes, and any other items specific to your cleaning tasks. Having the right tools at hand streamlines the cleaning process and boosts efficiency.

6. Pace Yourself: Avoid overwhelming yourself by spreading out cleaning tasks over a reasonable timeframe. Pace yourself and take breaks when needed. Rushing through tasks can lead to subpar results and burnout. Remember that cleaning is an ongoing process, and consistency is key.

7. Celebrate Milestones: Acknowledge and celebrate your cleaning milestones. As you achieve each cleaning goal, reward yourself with something you enjoy. It could be treating yourself to a favorite snack, enjoying a relaxing activity, or even taking a short break. Celebrating milestones motivates you to keep going and enhances your sense of accomplishment.

8. Stay Organized: Maintain an organized cleaning system. Keep cleaning supplies easily accessible and store them in designated areas. Create a cleaning checklist to track your progress and ensure that no task is overlooked. A well-organized cleaning routine helps you stay focused and efficient.

Setting and achieving cleaning goals is an empowering process that transforms cleaning from a daunting chore into a rewarding endeavor. By defining your priorities, breaking down tasks, creating a schedule, gathering the right tools, pacing yourself, celebrating milestones, staying organized, and being adaptable, you'll be well on your way to a consistently clean and welcoming home. Embrace the satisfaction of a sparkling space and enjoy the positive impact it brings to your daily life.

Today's Challenge: Write out 5 realistic cleaning goals that you have for this 15-Day Cleaning Challenge.

DAY 2: SMALL SPACE DRAWERS

Organizing and cleaning drawers can be a satisfying task that brings order and efficiency to your living space. Follow these step-by-step instructions to effectively organize and clean your drawers:

- 1. Empty the Drawer:** Start by completely emptying the contents of the drawer onto a clean surface. This allows you to assess the items you have and decide what to keep, donate, or discard.
- 2. Declutter and Sort:** Go through the items from the drawer and declutter ruthlessly. Ask yourself if each item is useful, necessary, or brings you joy. Remove any items that are broken, expired, or no longer serve a purpose. Sort the remaining items into categories that make sense to you, such as office supplies, accessories, or kitchen utensils.
- 3. Clean the Drawer:** With the drawer emptied, take the opportunity to clean it thoroughly. Use a microfiber cloth or a vacuum cleaner attachment to remove any dust, debris, or crumbs. Wipe down the interior surfaces, including the sides, bottom, and back of the drawer, with a mild cleaner or a mixture of water and vinegar. Allow the drawer to dry completely before proceeding.
- 4. Consider Drawer Organizers:** Evaluate whether you need drawer organizers to maximize the use of space and keep items neatly separated. Drawer dividers, trays, or small containers can help keep items in place and prevent them from becoming jumbled. Measure your drawer and choose organizers that fit well and suit your needs.
- 5. Arrange Items Strategically:** Before placing the items back into the drawer, consider the frequency of use and accessibility. Arrange items strategically, placing frequently used items within easy reach and less frequently used ones towards the back. Store similar items together to make finding and retrieving them effortless.
- 6. Utilize Vertical Space:** Make the most of vertical space within the drawer. For example, if you're organizing a utensil drawer, consider using a utensil tray that has compartments for knives, forks, and spoons, allowing you to stack them vertically instead of side by side. This way, you can maximize space and keep everything organized.
- 7. Label or Categorize:** To maintain organization in the long run, label or categorize your items. Use sticky notes, adhesive labels, or a label maker to clearly mark sections or containers within the drawer. This will make it easier for you to find and return items to their designated spots, keeping everything tidy.
- 8. Regular Maintenance:** To keep your drawers organized and clean, make it a habit to periodically declutter and tidy them. Set a schedule for maintenance cleaning and dedicate a few minutes every few weeks to ensure items are still in order and the drawer remains clean.

Remember, organizing and cleaning drawers is an ongoing process. Regular maintenance and decluttering will help prevent them from becoming cluttered again. With these steps, you'll enjoy the benefits of well-organized drawers that save time, reduce stress, and enhance the functionality of your living space.

Today's Challenge: Clean out the drawers in the small spaces of your home (in closets, cabinets, etc.)

DAY 3: SMALL SPACE SHELVES

Organizing and cleaning shelves can make a significant difference in the overall appearance and functionality of a space. Follow these steps to effectively organize and clean your shelves:

- 1. Remove Everything:** Start by clearing off the shelves completely. Take all items off the shelves and place them on a clean surface. This will give you a blank canvas to work with.
- 2. Declutter and Sort:** Go through each item and declutter ruthlessly. Determine what you no longer need, what can be donated or discarded, and what you want to keep. Sort the remaining items into categories that make sense to you, such as books, decor, or storage bins.
- 3. Clean the Shelves:** With the shelves empty, take the opportunity to clean them thoroughly. Use a microfiber cloth or a vacuum cleaner attachment to remove any dust, dirt, or debris. Wipe down the shelves with a mild cleaner or a mixture of water and vinegar. Pay attention to corners and crevices.
- 4. Evaluate Storage Solutions:** Consider the types of items you want to store on the shelves and determine if you need any additional storage solutions. This could include baskets, bins, or shelf dividers to help keep items organized and prevent them from becoming cluttered or toppled over.
- 5. Arrange Items Strategically:** Before placing items back onto the shelves, consider the visual impact and functionality. Arrange items strategically, placing taller or larger items towards the back and shorter or smaller items towards the front. Group similar items together to create a cohesive and organized look.
- 6. Utilize Vertical Space:** Make use of vertical space on the shelves by using shelf risers or stackable storage bins. This allows you to maximize the available space and create additional layers for storage. Store items vertically, such as books or files, to save space and make them easier to access.
- 7. Label or Categorize:** To maintain organization and make it easier to find items in the future, consider labeling or categorizing sections on the shelves. Use sticky notes, adhesive labels, or a label maker to clearly mark different categories or sections. This will help you quickly locate specific items and maintain order.
- 8. Regular Maintenance:** To keep your shelves organized and clean, make it a habit to periodically declutter and tidy them. Set a schedule for maintenance cleaning and dedicate a few minutes every few weeks to ensure items are still in order and the shelves remain dust-free.

Remember, organizing and cleaning shelves is an ongoing process. Regular maintenance and decluttering will help prevent them from becoming cluttered again. With these steps, you'll enjoy the benefits of well-organized shelves that enhance the aesthetics and functionality of your space.

Today's Challenge: Clean the shelves in the small spaces of your home (in closets, cabinets, etc.)

DAY 4: CLEAR OUT YOUR WARDROBE | PT. 1

Clearing out the clothes in your closet can be a refreshing and liberating experience. Follow these steps to effectively declutter your closet:

- 1. Set Aside Dedicated Time:** Allocate a specific time and date for decluttering your closet. Choose a time when you can focus without interruptions or time constraints. Depending on the size of your wardrobe, you may need a few hours or even an entire day to complete the process.
- 2. Empty Your Closet:** Begin by removing all the clothes from your closet. Take all the clothes out and place them on your bed or a clean surface. This will allow you to see the entirety of your wardrobe and evaluate each item individually.
- 3. Assess Each Item:** Pick up each clothing item and assess it individually. Ask yourself the following questions:
 - Does it fit well? Do you feel comfortable and confident wearing it?
 - Have you worn it within the past year? If not, why?
 - Does it align with your current style and lifestyle?
 - Is it damaged, stained, or in need of repair? Is it worth the effort to fix it?
 - Does it bring you joy? Does it hold sentimental value?
- 4. Create Sorting Categories:** As you assess each item, sort them into different categories:
 - Keep: Clothes that fit well, are in good condition, and are regularly worn.
 - Donate: Clothes that are in good condition but no longer fit or suit your style.
 - Sell: Clothes that are in good condition and hold value for potential resale.
 - Repurpose: Clothes that can be altered or repurposed into new items.
 - Discard: Clothes that are damaged beyond repair or no longer wearable.
- 5. Make Decisions:** For the items you're unsure about, ask yourself additional questions to help make decisions:
 - Can you pair it with other items to create multiple outfits?
 - Will you realistically wear it in the near future?
 - Does it serve a unique purpose or fill a gap in your wardrobe?
- 6. Organize and Reintroduce:** Once you've sorted through all the items, it's time to organize what you're keeping. Consider organizing by category (e.g., tops, bottoms, dresses) or by color. Choose a method that makes sense to you and will help you easily locate and select your clothes.
- 7. Responsibly Dispose of Unwanted Items:** For the items you've decided to donate or sell, research local charities, thrift stores, or online platforms where you can donate or sell them. Follow their guidelines for drop-off or pick-up. For items in poor condition, consider recycling textile waste if available in your area.
- 8. Maintain Regular Decluttering:** To prevent your closet from becoming overwhelmed with unnecessary items, make it a habit to declutter regularly. Set a schedule, such as once every season, to reassess your wardrobe and remove any items that no longer serve you.

By following these steps, you can clear out the clothes in your closet, create a more streamlined and intentional wardrobe, and make space for items that truly reflect your style and needs. Remember, the goal is to curate a closet that brings you joy and makes getting dressed a delightful experience.

Today's Challenge: Clear out the extra and unwanted clothes/shoes in your closet

DAY 5: CLEAR OUT YOUR WARDROBE | PT. 2

To clear out the accessories in your closet, follow these steps:

1. Allocate time: Set aside a dedicated time to focus on decluttering your accessories. Choose a time when you can give it your full attention.

2. Empty your space: Remove all accessories from your closet, including jewelry, belts, scarves, hats, and bags. Place them on a clean surface, such as a table or your bed.

3. Assess each item: Pick up each accessory and evaluate it individually. Ask yourself:

- Do you regularly wear it?
- Does it still fit and serve its purpose?
- Is it in good condition or in need of repair?
- Does it match your current style and preferences?
- Does it bring you joy or hold sentimental value?

4. Sort into categories: Create categories based on your accessory types, such as jewelry, belts, scarves, etc. Sort the items accordingly as you assess them.

5. Make decisions: Decide which items to keep, donate, sell, or discard:

- Keep: Accessories you love, wear frequently, and still fit your style.
- Donate: Accessories in good condition that no longer fit your preferences.
- Sell: Valuable or designer accessories you no longer need.
- Discard: Accessories that are damaged, worn out, or beyond repair.

6. Organize and store: For the accessories you're keeping, organize them in a way that makes them easily accessible and visible. Consider using drawer dividers, jewelry organizers, or hanging racks to maximize space and keep things tidy.

7. Responsibly dispose: Donate or sell unwanted accessories in good condition to local charities, thrift stores, or online platforms. Properly discard items that are damaged or beyond use.

8. Regularly review and declutter: Schedule regular assessments of your accessories to prevent clutter from building up. Aim to do this at least once or twice a year to keep your collection curated and organized.

By following these steps, you'll effectively declutter your accessories, leaving you with a well-organized and curated collection that reflects your style and brings you joy.

Today's Challenge: Clear out the extra and unwanted accessories in your closet

DAY 6: KITCHEN: CABINETS AND DRAWERS

To clean out cabinets and drawers in the kitchen, follow these steps:

- 1. Clear the area:** Start by emptying out the cabinets and drawers you plan to clean. Remove all items and place them on a clean surface or countertop.
- 2. Declutter:** Assess each item and declutter ruthlessly. Discard any items that are expired, broken, or no longer needed. Consider donating or giving away items that are in good condition but not used regularly.
- 3. Wipe down surfaces:** With the cabinets and drawers empty, use a damp cloth or sponge to wipe down the interior surfaces. Remove any dust, crumbs, or spills. For sticky residue, use a mild cleaner or a mixture of water and vinegar.
- 4. Organize and categorize:** Before putting items back, categorize them based on function or frequency of use. This will help you create an organized system. Consider using drawer dividers or shelf organizers to maximize space and keep items separated.
- 5. Clean the items:** Take the opportunity to clean the items you removed from the cabinets and drawers. Wash dishes, utensils, and containers as needed. Wipe down bottles and jars before placing them back in the cabinets.
- 6. Check for expired items:** Examine food items and spices for expiration dates. Discard anything that has expired or is no longer safe to consume. Organize the remaining food items and spices in a way that makes them easily visible and accessible.
- 7. Consider storage solutions:** Evaluate if you need any additional storage solutions, such as stackable containers or storage bins, to optimize space and keep things organized. Use clear containers for easy visibility.
- 8. Maintain regular cleaning:** Make it a habit to regularly clean and declutter your cabinets and drawers. Set a schedule to go through them every few months to ensure they stay organized and clutter-free.
- 9. Reassemble and arrange:** Put items back into the cabinets and drawers in an organized manner. Place frequently used items in easily accessible areas. Arrange items based on size and function, keeping similar items together.

By following these steps, you'll effectively clean out and organize your kitchen cabinets and drawers. A clean and well-organized kitchen not only enhances efficiency but also creates a pleasant and inviting space for meal preparation and cooking.

Today's Challenge: Clean out and organize your kitchen cabinets and drawers

DAY 7: KITCHEN: COUNTERTOPS

To clean and organize countertops in the kitchen, follow these steps:

- 1. Clear the countertops:** Remove all items from the countertops, including small appliances, utensils, and clutter. Clearing the surface will allow you to clean and organize more effectively.
- 2. Declutter:** Assess the items you removed and declutter. Discard any items that are broken, expired, or no longer needed. Find designated storage spaces for items that don't belong on the countertops, such as paperwork or non-kitchen-related items.
- 3. Clean the surface:** Wipe down the countertops with a damp cloth or sponge to remove any crumbs, spills, or stains. Use a mild cleaner or a mixture of water and vinegar to disinfect and sanitize the surface. Pay attention to corners, edges, and backsplashes.
- 4. Organize essential items:** Determine which items are used frequently and need to remain on the countertops. Examples may include a coffee maker, toaster, or cutting board. Designate specific spots for each item, keeping them accessible and visually pleasing.
- 5. Utilize storage solutions:** Invest in organizational tools to keep your countertops tidy. Use countertop storage solutions like canisters, baskets, or trays to corral frequently used items such as cooking utensils, spices, or oils. This helps keep them within reach while maintaining a clutter-free appearance.
- 6. Create designated zones:** Establish zones for different purposes on your countertops. For example, designate an area for food preparation, another for cooking essentials, and another for coffee or beverage supplies. This organization promotes efficiency and makes it easier to find what you need.
- 7. Keep it minimal:** Limit the number of items you keep on the countertops to maintain a clean and spacious look. Avoid overcrowding and only display items that are functional, frequently used, or aesthetically pleasing.
- 8. Regular cleaning and maintenance:** Make it a habit to wipe down the countertops after each use and address spills or stains promptly. Regularly reassess the items on the countertops to ensure they still serve a purpose and are organized effectively.

By following these steps, you'll achieve clean and organized countertops in your kitchen. An organized and clutter-free workspace enhances efficiency and makes cooking and meal preparation a more enjoyable experience.

Today's Challenge: Clean off and organize your kitchen countertops

DAY 8: CLEAN YOUR LIVING ROOM

To declutter your living room, follow these steps:

- 1. Set a goal:** Define what you want to achieve with your living room decluttering. Whether it's creating a more spacious environment, improving functionality, or simply reducing visual clutter, having a clear goal will guide your process.
- 2. Plan and prepare:** Set aside dedicated time to focus on decluttering. Gather supplies such as storage bins, garbage bags, and cleaning supplies to help you sort, organize, and clean.
- 3. Start with surfaces:** Begin by decluttering surfaces such as coffee tables, side tables, and shelves. Remove items that don't belong or are unnecessary. Return items to their proper places or find designated storage spaces for them.
- 4. Clear out the clutter:** Assess each item in your living room. Decide whether to keep, donate, sell, or discard each item. Consider whether it serves a purpose, brings you joy, or enhances the space. Be ruthless in letting go of items you no longer need or use.
- 5. Organize media and electronics:** Tackle media collections, DVDs, CDs, or video games. Sort them and decide which ones to keep, donate, or sell. Organize them in storage solutions such as shelves, media stands, or storage boxes.
- 6. Address storage and furniture:** Evaluate your furniture and storage options. Determine if you need additional storage solutions such as baskets, bins, or shelves to keep items organized and out of sight. Consider furniture pieces that provide hidden storage to reduce visible clutter.
- 7. Manage cables and cords:** Tackle the tangle of cables and cords. Use cable management solutions such as clips, ties, or cord covers to keep them organized and prevent them from becoming an eyesore.
- 8. Clean and refresh:** Once the decluttering is complete, thoroughly clean the living room. Dust surfaces, vacuum or mop the floors, and wipe down electronics and furniture. This step will give your living room a fresh and revitalized feel.
- 9. Maintain a clutter-free living room:** Establish habits to prevent clutter from accumulating again. Regularly reassess your living room and remove items that no longer serve you. Put things back in their designated places after use and encourage family members to do the same.

By following these steps, you'll be well on your way to achieving a clutter-free and inviting living room. Enjoy the benefits of a more organized and relaxing space where you can truly unwind and spend quality time with loved ones.

Today's Challenge: Clean out and declutter your living room

DAY 9: CLEAN YOUR BEDROOM

To declutter and clean your bedrooms, follow these steps:

- 1. Set a goal:** Determine what you want to achieve with your bedroom decluttering and cleaning. Whether it's creating a serene and organized space or improving functionality, having a clear goal will guide your process.
- 2. Declutter:** Start by decluttering your bedrooms one area at a time. Begin with surfaces such as nightstands, dressers, and desks. Remove items that don't belong or that you no longer need or use. Consider donating, selling, or discarding items that are in good condition but no longer serve a purpose for you.
- 3. Sort and organize:** Create designated areas for different categories of items, such as clothes, accessories, books, or electronics. Sort through these categories, keeping only what you love and use regularly. Organize the remaining items by folding clothes neatly, using storage solutions like bins or baskets, and utilizing drawer dividers.
- 4. Clear out drawers:** Tackle your drawers. Assess your clothes and accessories within them. Donate or sell items that no longer fit, are out of style, or that you haven't worn in a long time. Organize the remaining items in a way that makes them easily accessible.
- 5. Clean surfaces and furniture:** Once the decluttering is complete, thoroughly clean the surfaces and furniture in your bedroom. Dust all surfaces, including furniture, shelves, and baseboards. Vacuum or sweep the floors, and mop if needed. Wipe down mirrors and windows to remove smudges.
- 6. Refresh bedding and linens:** Launder your bedding, including sheets, pillowcases, and duvet covers. Replace worn-out or uncomfortable pillows and flip or rotate your mattress if necessary. Make the bed with freshly washed linens for a clean and inviting look.
- 7. Clean windows and blinds:** Clean your bedroom windows and blinds to let in natural light. Wipe down the window sills, clean the glass, and dust the blinds or curtains.
- 8. Pay attention to details:** Take the time to address smaller details in your bedroom. Dust lampshades, clean or replace light bulbs, and tidy up cables or cords. Organize books on shelves, declutter bedside tables, and arrange decor in a way that brings you joy.
- 9. Maintain a clutter-free bedroom:** Establish habits to prevent clutter from building up again. Regularly reassess your belongings and remove items that no longer serve you. Put things back in their designated places after use and encourage family members to do the same.

By following these steps, you'll declutter and clean your bedrooms, creating a calm and organized sanctuary for rest and relaxation. Enjoy the benefits of a clutter-free space that promotes better sleep and overall well-being.

Today's Challenge: Declutter and clean the bedroom(s) in your home

DAY 10: CLEAN YOUR LINEN CLOSET

To declutter and clean your linen closet, follow these steps:

- 1. Empty the closet:** Start by removing all items from your linen closet and place them on a clean surface. This allows you to assess and sort through each item effectively.
- 2. Declutter:** Assess each item and declutter ruthlessly. Consider the following questions:
 - Is the item in good condition?
 - Do you still use it or need it?
 - Is it worn out or damaged?
 - Does it match your current needs or preferences?
 - Can it be donated or repurposed?
- 3. Donate or Discard:** Donate or discard items that no longer serve a purpose or are worn out. Keep only what you genuinely need and use regularly.
- 4. Sort and categorize:** Sort the remaining items into categories, such as bedding sets, towels, table linens, or miscellaneous items. Group similar items together to make it easier to organize and find them later.
- 5. Clean the closet:** Take this opportunity to clean the closet thoroughly. Vacuum or sweep the floor, wipe down the shelves, and dust any surfaces. If necessary, use a mild cleaner or a mixture of water and vinegar to remove any stains or sticky residue. Allow the closet to dry before moving on.
- 6. Utilize storage solutions:** Invest in storage solutions that suit your needs and maximize space in your linen closet. Consider using bins, baskets, or clear plastic containers to keep items organized and visible. Use shelf dividers or adjustable shelving to create separate sections for different categories.
- 7. Fold and arrange linens:** Fold your linens neatly and uniformly to maximize space and create a tidy appearance. Stack or arrange them by category on the shelves, placing frequently used items within easy reach. Consider labeling shelves or using shelf liners to make it easier to identify and retrieve specific items.
- 8. Organize by size and season:** Arrange linens by size and season, if applicable. For example, group fitted sheets, flat sheets, and pillowcases together. Keep seasonal items, like heavy blankets or beach towels, in a separate section or on higher shelves to free up space for current needs.
- 9. Maintain regular maintenance:** Regularly assess your linen closet and declutter as needed. Keep an eye out for items that need to be replaced or replenished. Establish a routine to tidy up the closet periodically, ensuring it remains organized and clutter-free.

By following these steps, you'll declutter and clean your linen closet, creating an organized space for your linens and making it easier to find and retrieve items when needed. Enjoy the benefits of a well-arranged linen closet that brings a sense of calm and efficiency to your home.

Today's Challenge: Clean and organize your linen closet

DAY 11: CLEAN YOUR BATHROOM

To clean and organize your bathroom, follow these steps:

1. Clear the space: Start by removing all items from your bathroom surfaces, including countertops, shelves, and the shower/tub area. Clearing the space will allow you to clean and organize more effectively.

2. Declutter: Assess each item in your bathroom and declutter ruthlessly. Dispose of expired medications, empty bottles, and products you no longer use. Consider donating or discarding items that are still usable but no longer serve a purpose for you.

3. Clean surfaces: Wipe down all surfaces in your bathroom, including countertops, shelves, mirrors, and fixtures. Use a mild cleaner or a mixture of water and vinegar to remove any dirt, grime, or soap scum. Pay attention to corners, edges, and hard-to-reach areas.

4. Organize cabinets and drawers: Empty out your bathroom cabinets and drawers. Declutter and assess the items. Organize them into categories (e.g., skincare, haircare, dental care) and use containers or drawer dividers to keep them separated and easily accessible.

5. Utilize storage solutions: Maximize your storage space by utilizing storage solutions such as baskets, bins, or caddies. Use them to store toiletries, cleaning supplies, and other essentials. Hang hooks or install towel bars to keep towels and robes off the floor.

6. Arrange items strategically: Keep frequently used items within easy reach. Place everyday toiletries, such as toothbrushes, toothpaste, and hand soap, near the sink area. Store less frequently used items in cabinets or higher shelves to free up space.

7. Organize shower/tub area: Declutter the shower or tub area by removing empty bottles or products. Use shower caddies or hanging organizers to keep bathing essentials neatly stored. Consider using a squeegee to wipe down the shower walls after each use to prevent soap scum buildup.

8. Clean and organize bathroom accessories: Launder and freshen up shower curtains, bath mats, and towels. Replace worn-out or stained items. Fold and stack towels neatly or roll them for a spa-like look.

9. Maintain a regular cleaning routine: Establish a cleaning routine to maintain a clean and organized bathroom. Regularly wipe down surfaces, clean the toilet, and scrub the shower or bathtub. Stay consistent with decluttering and reassessing items periodically.

By following these steps, you'll clean and organize your bathroom, creating a serene and functional space. Enjoy the benefits of a clutter-free and refreshing bathroom that promotes relaxation and cleanliness.

Today's Challenge: Clean and organize the bathrooms in your home

DAY 12: CLEAN YOUR HOME OFFICE

To clean and organize your home office, follow these steps:

1. Clear the space: Start by removing all items from your home office surfaces, including your desk, shelves, and filing cabinets. Clearing the space will allow you to clean and organize more effectively.

2. Declutter: Assess each item in your home office and declutter ruthlessly. Discard or shred any unnecessary paperwork, expired documents, or outdated materials. Consider donating or discarding items that are no longer useful or relevant to your work.

3. Clean surfaces: Wipe down all surfaces in your home office, including your desk, shelves, and electronics. Use a mild cleaner or a mixture of water and vinegar to remove dust, dirt, and fingerprints. Pay attention to keyboard keys, computer screens, and any other frequently touched areas.

4. Organize paperwork: Sort through your paperwork and create a system for organizing documents. Use folders, binders, or filing cabinets to categorize and store important papers. Consider digitizing documents to reduce physical clutter and ensure easy access.

5. Utilize storage solutions: Maximize storage space by utilizing storage solutions such as bins, baskets, or drawer organizers. Use them to store office supplies, cables, and small items. Label containers or drawers for easy identification.

6. Arrange items strategically: Keep frequently used items within reach. Place essential office supplies, such as pens, notepads, and staplers, near your desk area. Store less frequently used items in cabinets or higher shelves to free up workspace.

7. Organize digital files: Declutter your computer by organizing digital files and folders. Create a logical file structure and use descriptive names for easy retrieval. Delete unnecessary files and back up important data regularly.

8. Manage cables and cords: Tackle the cable and cord chaos by using cable management solutions. Use cable clips, ties, or cable sleeves to keep them organized and prevent tangles.

9. Maintain a regular cleaning routine: Establish a cleaning routine to maintain a clean and organized home office. Regularly dust surfaces, vacuum or sweep the floor, and wipe down electronics. Stay consistent with decluttering and reassessing items periodically.

By following these steps, you'll clean and organize your home office, creating a productive and inspiring workspace. Enjoy the benefits of an organized and clutter-free environment that enhances focus, efficiency, and creativity.

Today's Challenge: Clean and organize your home office