

THE BUSY MOM'S Home Organization MASTER CHECKLIST



EVERYTHING NEEDS A HOME

IF YOU DON'T USE IT, LOVE IT, OR NEED IT— TOSS / DONATE IT

FINISH ONE ROOM BEFORE STARTING ANOTHER

USE A 30-MINUTE TIMER DAILY RESET

LESS STUFF = LESS STRESS

ROOM-BY-ROOM CHECKLIST

ENTRYWAY / MUDROOM

- [ ] Remove shoes no one wears
- [ ] Toss broken items, papers, trash
- [ ] Donate extra coats / gloves

ORGANIZE

- [ ] One basket per family member
- [ ] Hooks for bags, coats, diaper bag
- [ ] Shoe tray or rack
- [ ] Key bowl or wall hook

DAILY RESET

- [ ] Shoes put away
- [ ] Bags hung up
- [ ] Mail sorted immediately

LIVING ROOM

- [ ] Remove old magazines
- [ ] Toss broken toys
- [ ] Clear surfaces of clutter
- [ ] Donate décor you no longer love

ORGANIZE

- [ ] Blanket basket
- [ ] Toy bin with lid
- [ ] Remote basket
- [ ] One tray for coffee table items

DAILY RESET

- [ ] Fluff pillows
- [ ] Fold blankets
- [ ] Clear floor
- [ ] Return toys home

KITCHEN

- [ ] Toss expired food
- [ ] Remove duplicate utensils
- [ ] Donate unused gadgets
- [ ] Clear junk drawer

ORGANIZE

- [ ] Zones: cooking, snacks, baking, lunch packing
- [ ] Clear counters except essentials
- [ ] Bin snacks for kids
- [ ] Drawer dividers
- [ ] Label pantry bins

DAILY RESET

- [ ] Empty sink
- [ ] Wipe counters
- [ ] Sweep floor
- [ ] Put dishes away before bed

DINING ROOM

- [ ] Remove random drop-zone clutter
- [ ] Clear table completely
- [ ] Donate extra serving pieces not used

ORGANIZE

- [ ] Centerpiece only
- [ ] Basket for placemats / napkins
- [ ] Cabinet organized by category

DAILY RESET

- [ ] Table cleared nightly
- [ ] Chairs pushed in

MASTER BEDROOM

- [ ] Remove clothes that don't fit
- [ ] Toss old socks / undergarments
- [ ] Clear nightstands
- [ ] Remove floor piles

ORGANIZE

- [ ] Hampers where clothes land
- [ ] Drawer dividers
- [ ] Nightstand essentials only
- [ ] Hooks for robe / bag

DAILY RESET

- [ ] Make bed
- [ ] Clothes in hamper
- [ ] Nightstand cleared

KIDS BEDROOMS

- [ ] Remove broken toys
- [ ] Donate outgrown clothes
- [ ] Toss trash under beds
- [ ] Limit stuffed animals

ORGANIZE

- [ ] Toy bins by category
- [ ] Laundry basket in room
- [ ] Bookshelf
- [ ] Easy-access clothing drawers

DAILY RESET

- [ ] Toys in bins
- [ ] Dirty clothes in hamper
- [ ] Bed made / straightened

TODDLER / BABY ROOM

- [ ] Remove outgrown clothes
- [ ] Donate duplicate baby gear
- [ ] Toss broken baby toys

ORGANIZE

- [ ] Size-labeled bins for clothes
- [ ] Diaper changing station stocked
- [ ] Toy basket rotation system

DAILY RESET

- [ ] Dirty clothes gathered
- [ ] Toys picked up
- [ ] Diaper supplies refilled

BATHROOMS

- [ ] Toss expired makeup / medicine
- [ ] Remove empty bottles
- [ ] Donate unused products

ORGANIZE

- [ ] Drawer bins
- [ ] Under sink baskets
- [ ] Extra towels folded neatly
- [ ] One caddy per child if needed

DAILY RESET

- [ ] Wipe counters
- [ ] Hang towels
- [ ] Trash emptied when full

LAUNDRY ROOM

- [ ] Toss empty detergent containers
- [ ] Remove random storage clutter

ORGANIZE

- [ ] Clear binr each family member
- [ ] Shelf for supplies
- [ ] Kooks for lost items

DAILY RESET

- [ ] One load start / fold daily
- [ ] Empty dryer nightly

CLOSETS

- [ ] Remove anything unworn in 1 year
- [ ] Donate duplicates
- [ ] Toss damaged items
- [ ] Matching hangers
- [ ] Shoes together
- [ ] Seasonal bins
- [ ] Keep only what fits now

GARAGE / STORAGE

- [ ] Broken tools / items tossed
- [ ] Donate unused gear
- [ ] Trash removed
- [ ] Lab labled
- [ ] Holiday décor grouped
- [ ] Sports gear together
- [ ] Keep floor space open

DAILY RESET (15–30 MINUTES)

- [ ] Make beds
- [ ] Dishes done / sink empty
- [ ] Counters cleared
- [ ] Quick toy pickup
- [ ] One load of laundry
- [ ] Floors picked up
- [ ] Trash checked
- [ ] Tomorrow prep (bags, lunches, outfits)

WEEKLY CLEANING + ORGANIZING SCHEDULE

MON — KITCHEN RESET

- [ ] Clean fridge shelves
- [ ] Toss old food
- [ ] Wipe cabinets
- [ ] Mop floor
- [ ] Restock snacks / lunch items

TUE — LIVING AREAS

- [ ] Dust surfaces
- [ ] Vacuum couches / floors
- [ ] Organize toys
- [ ] Clear clutter hotspots

WED — BEDROOMS

- [ ] Wash bedding
- [ ] Put laundry away
- [ ] Declutter nightstands
- [ ] Vacuum rooms

THU — BATHROOMS

- [ ] Clean toilets
- [ ] Scrub sinks
- [ ] Mirrors
- [ ] Replace towels
- [ ] Restock toiletries

FRI — PAPER + LAUNDRY DAY

- [ ] Mail sorted
- [ ] Bills / file papers
- [ ] Catch up laundry
- [ ] Donation bag started

SAT — FAMILY RESET

- [ ] Everyone cleans their room
- [ ] Garage / outdoor pickup
- [ ] Grocery prep
- [ ] Meal prep

SUN — PEACEFUL PREP DAY

- [ ] Plan week
- [ ] Calendar check
- [ ] Outfit prep
- [ ] Lunch prep
- [ ] Early bedtime reset

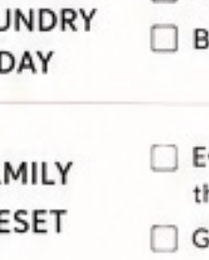
CLUTTER HOTSPOT CHECKLIST (DAILY)

- [ ] Kitchen counters
- [ ] Dining table
- [ ] Entryway shoes / backpacks
- [ ] Couch area
- [ ] Bathroom counters
- [ ] Bedroom floor piles

KID CHORE IDEAS BY AGE

LITTLE KIDS

- [ ] Pick up toys
- [ ] Put laundry in basket
- [ ] Wipe table
- [ ] Feed pets



OLDER KIDS

- [ ] Vacuum
- [ ] Fold laundry
- [ ] Empty dishwasher
- [ ] Clean bathroom counters



MONTHLY DECLUTTER CHECKLIST

- [ ] Donate clothes
- [ ] Toss expired food
- [ ] Clear junk drawer
- [ ] Rotate toys
- [ ] Organize car
- [ ] Deep clean fridge

Busy Mom Golden Rule

DO NOT AIM FOR SPOTLESS. AIM FOR FUNCTIONAL.

QUEEN OF CLUTTER & CHAOS RULE:

When something comes in the house, something goes out.

YOU'VE GOT THIS, MAMA! ♥