

# Organize Your Home in **7** Days



**→ 7 DAYS PLAN**

**Discover Cleaning and Organizing Hacks, Create Positive Environment Without Stress**

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***Discover Cleaning and Organizing Hacks, Create  
Positive Environment Without Stress***

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## **Introduction**

I want to thank you for downloading the book, “*Organize your home in 7 days*”.

This book contains many tips, hacks and strategies on how to get your home sorted, and clean. Browse through some of the home-made cleaning recipes for effective and low-cost solutions that really work, and are earth-friendly as well.

This book starts with making cleanliness a habit, as this will form the crux of keeping your house sorted. The last chapter shows a cleaning plan to get a perfectly clean home in 7 days. Follow the chapters as we take you through each of the many short-cuts, tips and hacks to help you and your family live in a comfortable space – regardless of physical size.

Thanks again for downloading this book, I hope you enjoy it!

## **Make cleanliness a Habit**

A clean house is more than just dust-free rooms and wiped surfaces. A clean house is also a house free of clutter and where everything is sorted so that you can find what you are looking for without searching for hours. We are all creatures of habit and maintaining a clean house is a habit that can be learned.

Children that grow up in a clean house are far more likely to have a clean house of their own one day. It is therefore very important to install cleanliness in your children from an early age.

Cleanliness is a group effort. Every person in the household must contribute to the best of their abilities. Even young children can be pulled in to help around the house, even if it is only in their own bedrooms and bathrooms. Keep in mind that young children should never use cleaning agents and other chemicals used in cleaning. They can, however, pick up toys and clothes and leave the bathroom neat. Children should also make their own beds from an early age.

## **Get the basics right**

Make a list

- Make a list for yourself and for the rest of the family and post it in a place where everyone can see it. (A fridge door is a good place). This will help everybody to keep track of chores.

Cleaning supplies and cleaning equipment

- Identify quality cleaning products that you trust to work well. Remember that buying in bulk may save a lot of money in the long run.
- When you buy cleaning equipment, get the best you can afford. A quality brush or broom might last for years.
- Replace broken equipment as soon as possible.
- Cleaning equipment that works well cleans better and makes cleaning a lot less frustrating.

Break cleaning up into manageable tasks

- Cleaning house may seem like an impossible task. In order to

cope break the process into smaller tasks that can be done over a period of time.

- Do not allocate a single day to clean the entire house. By spending a little time every day, your house remains clean without too much effort.
- Group similar activities together. If you have to wash the kitchen floor, wash all the floors in the house, because you have the mop, bucket and soap ready anyway. This is the same for dusting, wiping surfaces and vacuuming.

### **Simple things to do every day:**

1. Make your bed.
2. When you get undressed, hang your clothes immediately, put your shoes away and put the dirty laundry in the hamper.
3. Clean while you cook and do all the dishes once you have done eating. (Either wash the dishes or pack the dishes into the dishwasher.)
4. Wipe kitchen and bathroom surfaces at least once a day, preferably after use.
5. School papers, newspapers, mail, bills and any other paper around the house should go into one central in-tray. Sort it out at least three times a week. Remember to recycle paper.
6. Empty the trash every day. Including the bins in the bathrooms and bedrooms.
7. Have a place for everything and put everything in its place before you go to bed.

## Cleaning and organizing strategies

### Establish a daily routine

- See the list in the previous chapter for typical daily tasks.
- Common areas like the living room and kitchen should be cleaned everyday by the whole family. If every person puts their own stuff away and helps with the dishes these rooms will be clean and ready for when it is needed next.
- By working on these areas together, cleaning becomes a positive habit.

### Work out and implement a weekly routine

- Some cleaning cannot be done quickly. These might be vacuuming the whole house, washing windows, doing the laundry or ironing. Set aside some time for these weekly tasks. It also helps to get the whole family involved to get it done as quickly as possible. Kids might haul the laundry bins to the washer before you start the washing. Everybody can spare 5 minutes to hang the clothes as they come out the drier. Use this time to talk to one another and share experiences of the day of week. The task will be completed in no time!
- Stick to the schedule. If Monday evenings are for laundry, stick to it. If any task is skipped the backlog makes it much more difficult to complete. By setting aside just one hour per night on a weekly task instead of an entire day to do the house, you free up a day for doing things you really enjoy.
- Work out your weekly schedule in such a way that every room is cleaned during the week.

### Get help if you need it

- As stated already things go so much faster if everybody in the house lends a hand. Some tasks may require specialists or special equipment. Carpet cleaning or steaming upholstery should be done by professionals. They have the right equipment to do it fast and effectively.

- Set aside two Saturdays a year – one for cleaning the garage and the other for cleaning the attic. This is a big job, so get the whole family, extended family and even friends involved to help. Pay them with food and a party or dinner afterwards.
- When you are sick, dust and dirt do not go on holiday. Get the rest of the family to do the cleaning in your stead.

### Exponential progress

- When you implement your daily and weekly schedules it will take a lot of time to get the initial cleaning done. Every repeat of the tasks will go faster and faster as you expend less energy to get clean results because if you keep the house clean on a daily basis, the house will stay clean.

### Clean and sort as you finish a task

- If your family is playing a board game, put it away in its place when you are done and take the drinking glasses, bowls, plates and rubbish to the kitchen. Wipe the table and the room is ready for TV tonight. After dinner, make sure the dishes are washed and packed away, the kitchen clean and surfaces wiped. Similarly, after a bath or shower, quickly clean the bathroom so that it is ready for the next person. A daily light clean will make your weekly deep clean faster and less intensive.

### Use your cleaning time productively.

- Listen to music to dance yourself fit while you clean. If dancing is not for you, listen to an audio book or even learn a new language via audio instructional training.

## **Home organization, cleaning tips, tricks and hacks**

### **The junk drawer, box or bin**

It is a good idea to have a catchall for all those little odds and ends you know you will need sometime in the future. But remember it is junk not trash. The space allocated should be as small as possible, and should be sorted regularly. Over time you will notice that the same items stay there for months without getting used or properly stored. If this is the case, get rid of these items.

### **De-clutter the smart way**

Do not go shopping for containers or baskets to start your de-cluttering process. Use shoe boxes, paper boxes from the office or produce boxes from your local shop. Once you have sorted everything, you will have a better idea of the storage solutions you need, and then buy fit-for-purpose containers that will be perfect for your needs.

### **Linen Sorting**

Fold all the linen for a specific bed and place all the items into a pillowcase. If you need a set of linen, just remove the pillow case from the cupboard and all the items you need to make the bed will be in the pillow case.

### **Extra Storage Space**

Install shelving above doors in a room to store extra linen, guest towels or even suitcases or handbags. The spaces behind doors are notoriously underutilized, so invest in some over-the-door organizers for items that you use regularly, but do not have a permanent home for. Use the insides of cupboard doors for small shelves or hooks and for narrow or thin items that need a home e.g. scarves, ties jewelry and belts.

A lot of space is wasted under your kitchen sink. Install a shower tension rod for a cheap and easy space to hang all your spray bottles, cloths and rags.

### **An easy reach kitchen**

Keep things together that belong together. If you have an area for the kettle or coffee machine, keep your cups, teaspoons, coffee and tea within reach. Consider moving the coffee station closer to the fridge to reach the milk or cream without walking. This also holds true for making sandwiches or preparing lunch for the kids. Allocate a space for this activity and store everything you need above, below and around you. Store appliances and their



attachments together in one place. You should also swop your appliances around as the seasons change e.g. in winter deep store the ice cream maker and take out the crockpot. Put your salad bowls behind you soup bowls in the cupboard. Always think about the things that you use the most and keep these things within easy reach.

### **The four organizational boxes**

Arrange these four boxes in a place where the whole family have easy access to them. Make sure that every member of your family understands how to use these boxes.

The first box is not really a box, but the trash bin. Get rid of anything that you know you are not going to fix. Clothes that are beyond repair or torn should all be discarded. The second box is a donation box. Everything from clothes, books, CDs, DVDs, bags and shoes that you no longer need should be donated. Every minute you hang onto something that you are not using, robs a person that really needs these items from comfort. The “Keep Box” is for items that are not needed at the moment, but that you want to keep. Once the box is full, sort the contents and make sure that every item is still a “keep” item. Sort these into the appropriate space/box/filing cabinet etc. The last box is the “think about it box”. If you are not sure that you want to donate or keep an item place it into the box. Once the box is full, tape it closed and store it in the garage, attic or deep storage. Clearly mark the date on the box. Once a year has gone by and you did not need to open the box, take it to your local charity store.

### **Cleaning tips**

1. Easy clean showerheads overnight – Forget about scrubbing for hours to clean your showerheads. Pour plain white vinegar into a plastic bag and pull the bag over shower head. Make sure that the whole head is covered and leave it overnight. Run cool water through the head to flush all the dirt out. If there is any residue left, spritz the area with more vinegar and scrub with an old toothbrush.
2. Wipe spills while they are still fresh – Whether it is food on the stove or makeup on the dressing table, cleaning will be is faster and more effective if you sort the spill out immediately.

3. Ditch the cotton rags and paper towels – Use microfiber cloths instead. These cloths are made from fine synthetic fibers woven together. The fibers create their own static charge that attracts dirt and dust. The fibers have special edges that scour well without being abrasive, so they will not scratch your surfaces. Use these cloths for any chore that requires a cloth whether wet or dry. Microfiber cloths leave no streaks or lint and these super absorbent cloths can be washed and reused.
4. Pet hair solution – Use duct tape to lift pet hair from your clothes or furniture. It is faster than vacuuming and easy in problem areas like cars, boats and caravans. Wind the duct tape around a dry paint roller to clean large areas quickly.
5. You can also use a squeegee or a damp sponge to remove pet hair from carpets or upholstery.
6. Closets are dust traps – Fluff and fibers fall from everything that you store in your closet and every time you open the door you cause a wind storm that spreads the dust and lint. Here are a few ways to combat this problem:
  - Use clear plastic containers on your shelves (especially the top shelves) to store clothes and bedding in. The shedding is kept to a minimum, and your stored items are kept dust-free.
  - Wrap or bag clothes you use only occasionally. Coats and jackets will shed all year round. By bagging them you cut down on lint and dust in your bags. If you are lucky enough to have a winter and summer closet separately, make sure to wrap all the clothes in the off-season closet using garment bags or large garbage bags.
  - Do not pack anything on the closet floors. By keeping the floors clear, you only need to stick the vacuum cleaner in and in seconds you can clean your closet without adding hours to your deep clean efforts. If space is a problem, install a wire rack (high enough for your vacuum cleaner to fit under) for you shoes or other items.
7. Replace linen once a week – Our beds and sheets are full of skin flakes and dust (apart from cookie crumbs and other leftovers kids

sneak into their beds). Every time you make a bed, you shake out all this dirt all over the room. By regularly changing the linen and vacuuming the mattress you keep the dust at a minimum. If you cannot wash items like large blankets, roll them up and shake them out outside.

8. Catch the dust in your house; do not spread it – Electrostatic dust rags or damp cloths pick up dust without spreading it around in the room.
9. Beat and shake small rugs – Rugs are big dust traps. Shake and beat them outside to dislodge dust and dirt.

10. If you have wall-to-wall carpets you will know that dust, skin flakes and fine lint settle on these carpets in large quantities. This means that you will need to vacuum all your carpets weekly, and get in a professional carpet cleaner in at least once a year.

11. Fight oil with oil – you can remove grease buildup on your stovetop (and hood) with oil and a paper towel. Pour some mineral or vegetable oil onto a paper. Wipe the towel over the greasy buildup. The oil dissolves the buildup without using harsh chemicals. Once done, use an all-purpose cleaner or leave the oil in place. If you leave the oil, it will form a barrier between the surface and future spills.

12. Pretreat your stovetop to aid in cleaning – Use ordinary car wax to bring a shine to your stovetop. Rub car wax over the entire surface and buff the wax with a paper towel or microfiber cloth. Your stovetop will shine like new and the thin film of wax will protect the surface against future spills burning in.

13. Deep clean your coffee maker – clean your coffee maker with white vinegar to eliminate both the dark stains and odors. Run a 50/50 mix of water and vinegar through the machine on a normal brewing cycle. The mineral buildup and stains will be dissolved by the. Stop the cycle after about half the vinegar is in the pot and leave the machine off for about 45 minutes. Finish the cycle and throw out the vinegar. Run two cycles with clean water to rinse the machine.

14. Clean cast iron pots and pans with salt – Cast

iron skillets and pots are easy to clean with salt. Wipe the cast iron with a wet cloth and sprinkle the surface with coarse salt. Use a sponge to scrub the surface clean. The salt acts as a souring agent, removing oil, food bits and rust. When the item is clean rinse in clean water and make sure that it is dry before packing away as wet spots will lead to rusting.

15. Save your micro-fiber upholstery with rubbing alcohol – pour some alcohol into a small spray bottle. Spray the alcohol directly in the stain. Rub the stain off with a sponge. Let the alcohol dry completely and then use a brush to work the fibers to their original position. Remember to use a white sponge and brush, as the alcohol might let colors bleed from these.

16. Clean your stove burners with ammonia – The bad smell of ammonia cannot overshadow the immense cleaning power it contains. Work outside, and pour between a  $\frac{1}{4}$  and  $\frac{1}{2}$  cup ammonia into a Ziploc or other plastic bag. Place a burner into the bag and seal. Place each burner in its own bag. Leave them outside overnight. In the morning wipe each burner with a sponge or rag in the morning.

17. Clean your iron – Place an old pillowcase on your ironing board and place a liberal layer of salt on the pillowcase. Make sure the steam option is off and iron the salt on a hot setting. The dirt on your iron will stick to the salt and leave your iron clean.

18. Microwave cleaning hack – Fill a microwave safe bowl with 2 cups water. Add 2 tablespoons of white vinegar and stir. Add about 6 drops of eucalyptus oil. Microwave the bowl at full power for 5 minutes. Leave the bowl inside for a few minutes with the door closed. Then just wipe clean with a damp cloth.

19. Remove water ring marks from wood – Condensation from bottles, glasses and cans might leave unsightly white rings on wood finishes. Hold a blow dryer close to the ring on a high or hot setting. Move the drier from side to side over the ring and watch it disappear. Treat the wood with polish or oil after the area cooled down.

20. Make oil stains disappear from carpets with

baking soda – Remove all excess oil with a paper towel. Sprinkle baking soda liberally over the stain. Let it work on the stain for 10 minutes. Vacuum up the baking soda. Mix one tablespoon vinegar in two cups of lukewarm water. Stir in one tablespoon dishwashing liquid. Dab the stain with a sponge or rag and let it sit for about 5 minutes and remove the soap using a clean sponge and cold water.

21. Clean stainless steel taps and faucets with lemons – Cut a lemon in half and use it to rub over the faucet. Remember to rub the entire surface. The lemon juice will get rid of hard water stains as well as rust in bathrooms or kitchens. It is a lot better than using chemicals and a lot cheaper too.

22. Cream of tartar for small stainless steel appliances – Clean toasters or other small appliances by with a cream of tartar paste. Start by mixing one tablespoon cream of tartar with 5 tablespoons of water. Rub the fluid onto the stainless steel and wipe away with a clean cloth. It will remove dirt, stubborn stains, and any other buildup while leaving a shine.

23. Get into very tight spaces with your vacuum cleaner – Clean your keyboard or other small spaces that your vacuum cannot reach by putting the top of an old ketchup dispenser on the end of the hose. (These are the plastic lids you get on cheap condiment sets.) If need be, use duct tape to secure the lid and use this “new attachment” to clean any tiny crevices like window slides that would normally be left full of dust.

24. White chalk will remove oil stains from clothing – Place the clothing on a hard surface and use the chalk by rubbing it relatively hard over the greasy stains or marks. Wash the garment as usual. The chalk will absorb the grease and the regular laundry detergent will remove the chalk and grease. This hack is a lot cheaper than pre-wash treatments and rubs and it is really earth-friendly.

25. Auto cleaning Baseboards – Baseboards are difficult to clean, but you can use regular laundry dryer sheets to rub the baseboards while you dust them. The drier sheets will repel dust because they leave a static charge. As a bonus, it will keep pet hair from becoming “dust bunnies” at your baseboards.

As it repels the dust the dust is left on the floor – ready to be vacuumed or swept up when you clean the floors.

26. Sponges and microfiber cloths can get really grimy. Wash them in soapy water then rinse in clean water. Place damp cloths and sponges in the microwave and microwave on high for 2 minutes. This will kill most bacteria living in and on your sponges and cloths.

### **Home-made cleaning recipes:**

- Add orange or lime peels to a quart of white vinegar in a closed container and let it soak for a couple of days. Use it on floors, tile, fixtures, etc. Not only does it smell fresh, but it is tough on scum and grime. For a mild solution, dilute one part vinegar with one part water. Use this solution to clean windows, microwaves, kitchen counters, etc.
- Effective oven cleaner – Mix 4 tablespoons white vinegar with 5 tablespoons of baking soda. Add ½ a teaspoon dishwashing liquid. Mix well to form a thick paste. Spread the mixture all around the insides of your oven with a sponge. Leave it for at least 20 minutes, the longer the better. Wipe the oven clean with a sponge. For tough areas, sprinkle salt over a lemon cut in half, and use it to scrub the dirt and stains off.
- Natural bath and sink cleaner – Mix one teaspoon of a liquid soap with a couple of drops essential oil(s). Antibacterial oils like rosemary, tea tree, eucalyptus or peppermint works best. Add a cup of baking soda. The baking soda is the scouring agent. Mix these all together and add enough water to form a thick paste. Apply the paste with a sponge, wipe clean and rinse for a clean and fragrant bathroom.
- Heavy duty grout cleaner – Combine 7 cups of water, 1/2 cup baking soda, 1/3 cup ammonia (or lemon juice) and a 1/4 cup vinegar in a spray bottle. Spray on the grout and leave for about one hour, Use a scrub brush and scrub vigorously to clean the grout. Rinse with clean water. (Visit your local hardware store and get a round scrubbing brush that will fit on a cordless drill to get the job done in half the time.)
- Disinfectant Cleaning Spray – Hydrogen peroxide. Store in a dark bottle as light breaks the solution down. Use it for cleaning cutting boards, hard surfaces, toilets, glass, or anything that needs to be

disinfected.

- Floor Cleaner – Mix 1/2 a cup of baking soda and 1/2 a cup of vinegar in 3 3 1/2 gallons of hot water. Stir until the baking soda has dissolved. Stir in 1 tablespoon dish soap. (If you need to disinfect your floors, add 1/2 a cup of borax to the mix). Clean your floors with a mop and let the floors dry as there is no need to rinse the floors. This solution is not recommended for natural stone floors.
- All Purpose Scrub – Mix Baking Soda with a splash of vinegar. Apply the solution with a sponge or rag and rub to clean. Use it in showers, oven tops, sinks and counter tops.
- Clean gunk and grime from your kitchen cabinet doors by mixing 1 part vegetable or olive oil with 2 parts baking soda. Use a cloth or sponge to rub the dirt off.

## Seven day plan

The seven day plan is not necessarily seven consecutive days. It will be too much to ask of any person to do this for a week unless you are using a holiday to get your house in order. Nothing in this plan is cast in stone. Change the plan to suit your needs and remember, the more people involved, the quicker it will go.

Depending on the size and the state of your house, you might complete the seven day plan in less time. Also remember that if you need more than seven days, add days to suit your needs. The important thing is that you must have a plan and that you stick to your plan.

Here are some things to remember throughout the 7 days:

1. Plan on starting each day as early as possible, but start your day with a healthy breakfast.
2. Make sure that you have coffee, tea or cold drinks ready to quench your thirst throughout the day.
3. Work hard. Work fast, but take regular breaks. Use your breaks to get in fluids and to wash hands and check on your progress. If you feel overwhelmed take your break outside the house.
4. Stay determined. Do not give up.
5. Do not hurt yourself. If something is too heavy to move, get help.
6. Buy or borrow a trolley to move heavy boxes or furniture.
7. Remember to pack paper and books into smaller boxes to make moving them easier on your back.
8. If you use trash bags or trash boxes, empty them regularly as it will give you more space to move around.
9. Do not abandon the work halfway through. It is disheartening and it will make starting again very difficult.
  10. Be ruthless with trash, junk and clutter.
  11. Avoid all distractions, including your phone, email and the TV.



12. If you get unannounced visitors, get them to help you, even if they just make you a cup of coffee before they leave again.

13. Play music, or listen to the radio throughout the day!

### **Day 1 – Setting the stage**

The idea behind setting the stage is to prepare each room for sorting, de-cluttering and cleaning.

- Go through the entire house and move things to the right rooms. If you have a floor-standing lamp in your study that is not being used, move it to a room where it will be used e.g. a reading chair in your bedroom.
- Prepare boxes and get rid of the obvious trash like old magazines and newspapers.
- Use this day to make everything that stands in your way disappear into the right box, but remember to be ruthless with clutter. As far as possible, put things where they belong. If you struggle to do this, put these things into a box labeled for the destination and move it to the garage or a central storage space for later sorting.
- If you have time, start on the first room, otherwise wind the day down by moving furniture and boxes into place so that the house can function as normal as possible.

### **Day 2 – Kitchen**

- De-clutter the kitchen by removing everything that does not belong in the kitchen. Get rid of any and all items that you never use. This includes appliances and everything else in the cupboards and drawers.
- Remove all appliances, canister, and other loose items from the kitchen counters.
- Unpack all the drawers and cupboards. Go through all the food items and discard everything that has expired or does not look

usable anymore.

- Go through all your cutlery, crockery, utensils, pots, pans and baking items and discard everything that you do not use.
- Clean all the cupboards and drawers with a mild soap solution and dry properly. Pay special attention to the doors, hinges and handles.
- While the drawers are empty, inspect the runners and replace them where necessary. You may also consider lining the drawer bottoms with contact paper or anti-slip mats before repacking them.
- Repack the cupboards. Pack the items that you use the least in the back and remember to pack like things together.
- Before packing any appliances, make sure that they all work. Give them a thorough clean and remember to clean the cords as well. Always try to store appliances in cupboards to keep them clean and dust-free. If this is not an option, consider making or purchasing covers for your appliances. Not only will covers keep them clean, but it is a lot easier to put covers in a washing machine than to clean appliances every day. By keeping your appliances clean and dust-free they are always ready for use.

1. Once you are done with the cupboards it is time to tackle the fridge, freezer and dish washer.

The Fridge and Freezer:

- Turn off the power and remove the plug from the outlet.
- Put all the food in a cooler.
- Remove all the shelving and other baskets and drawers. Leave the out of your way to gently warm up to room temperature. If you wash them whilst still cold they might crack or break.
- Dissolve two tablespoons of baking soda in 1 quart hot water. Use a cloth dipped in this solution to clean the interior.
- Rinse thoroughly with a damp cloth, and dry with clean towels.

- Do not use soaps or detergents as they may leave residue or fragrances that will be absorbed by your food. Never use abrasive cleansers, ammonia, bleach or harsh chemicals.
- To remove caked-on residue or gunk, apply a lot of the baking soda solution with a wet cloth. Let the residue soak for 10 minutes, or until it cracks or dissolve. You may have to reapply the solution a couple of times. Wipe the stains with a clean, damp cloth.
- Mix 2 tablespoons baking soda for every quart of warm water to soak the shelves, crisper and bins. Rinse with clean water and dry thoroughly before replacing them.
- Use a mild dishwashing liquid and lots of hot water to clean the door seals. Use a toothbrush to reach into tiny folds and crevasses. Dry the seals thoroughly with a clean cloth. Check the seals for a proper fit to save money by letting the fridge run optimally.
- Some refrigerators has a defrost pan and it should be cleaned as well. You might need to remove the bottom grill because the pan is often in the bottom of the fridge lying on the condenser coils. Check your owner's manual. Before removing, check to see if it is empty. If not, soak up the liquid with paper towels. There is always a change that the water might contain mold, thus it is very important to protect yourself by wearing a dust mask as well as rubber gloves. After removing the liquid, pull the pan out and wash with warm, soapy water. If you see any mold, follow up with a 1-to-10 solution of bleach and water. Dry the pan and make sure that you clean the area around the pan to remove all traces of mold.

## 2. Clean the dishwasher

- Remove all the racks.
- Clean the filter – the filter is located in the bottom of your dishwasher. Follow the instructions in your user guide and lift the filter out. Give it a good clean and make sure that the sump (basin under the filter) is clean as well.

- Clean out the soap dispenser.
  - Check the wash arms for residue or food particles. (Rice grains are prone to clog the holes in the arms.)
  - Check all seals and clean with a small brush.
  - Replace the filter and wash arms if you have removed them.
  - Replace the trays.
  - Place a glass bowl with 2 cups of white vinegar in the top tray and run the machine on the hottest cycle. The vinegar will scrub the machine and eliminate any residue.
3. Switch off the power to the kitchen and use a damp cloth and wash the light fittings and electrical outlets and light switches. Only switch on the power if you are sure that everything is dry.
  4. Wash the walls, window sills, windows, counters, baseboards, floors and dustbin.
  5. If you use a kettle, descale the kettle and rinse well.
  6. Make yourself a nice cup of coffee or tea before hitting the shower. Enjoy your clean and organized kitchen!

### **Day 3 – All Bedrooms**

- Remove and wash curtains.
- Mattress and cushions – Vacuum mattresses, cushions and box springs. Flip and rotate mattresses before putting them back. Flip sofa and chair cushions. If they have slip covers, wash them.
- Remove all clothing from the wardrobes. Wash the wardrobes and pay special attention to the hanging rods, hinges, doors and handles.
- Sort through all the clothing and shoes. Separate these into piles: currently using, off-season, donation, dry cleaning and tailoring. Only replace clothing that you are currently using. Arrange to get the other piles to their respective destinations.
- Unpack, sort and clean the dressing table. Throw out all makeup and products that you don't use or that have reached the expiry

date.

- Unpack and clean your side tables. Use this opportunity to get rid of all the junk that just gets in your way.
- Wipe walls, crown moldings and ceilings.
- Wash Windows.

## Day 4 – Bathrooms

- Unpack all shelves and cabinets. Get rid of all items that have expired and that you no longer use.
- Clean the shelves and cabinets.
- Change or wash all the bath mats, towels and facecloths.
- Deep clean the toilets, sinks, bathtubs and showers.
- Clean all water fittings. (You can spritz a water repellent like “rain-x” on the taps and shower door to keep them cleaner for longer.)
- Clean the walls and grout.
- Wipe the ceilings, crown molding, light fixtures and extractor fans.
- Empty all the trash bins and sanitize both the insides and outsides.
- If your shower has a curtain, remove the curtain, rod and rings. Clean and disinfect thoroughly before replacing.
- Vacuum and wash floors.
- Wipe mirrors.

Toilet cleaning hack: There is an easy way to clean the siphon jets in your toilet. First, deep clean your toilet and make sure you thoroughly brush and clean the underside of the rim (use a sturdy nylon brush). Close the water supply and flush to empty the cistern. Dry the area around the siphon jets and block them off with duct tape. Pour a gallon white vinegar in the cistern and flush the toilet. Leave it overnight. In the morning carefully remove the tape to release the vinegar. Open the water supply and once the cistern is full, flush to wash the vinegar away.

## Day 5 – Living Room/Bar/Lounge

These areas are in constant use and also where visitors congregate. Because of the versatility of these rooms you might find anything from homework, crafts, and music instruments to piles of magazines strewn around.

- Start by getting rid of everything that does not belong in the room.
- Get rid of all magazines, paper, mail and catalogs on coffee or side tables or file appropriately.
- Dust and clean all the surfaces.
- Dust and clean all loose objects e.g. lamps and lampshades, ornaments, furniture and electronic equipment (pay special attention to remote controls and game controls).
- Make sure that the power is off and clean all the light fixtures and switches.
- Sort through all the DVDs, CDs and books. Dust and wipe all the shelves before packing them back.
- Sort through everything in the cupboards and on shelves. Remember that everything that stands in the open needs to be dusted, so keep these items to a minimum.
- Get rid of old games and toys that the kids do not use any more.
- Clean all picture frames and mirrors.
- Clean all electronics, including mounted wall speakers. Check to see if the speakers have removable material fronts. If they do, take them outside and blow them clean with compressed air.
- Use this day to wrangle all loose wiring into neat wire organizers. Label all electrical wires at the plug points and all speaker wires at both ends.
- Vacuum upholstery and sofa cushions, or if they have slip covers, remove and wash them.
- Wash all throws, blankets and table runners.
- In the bar area, wipe all bottles and glasses and clean shelving

before replacing them.

- Dust and wipe all light fixtures.
- Vacuum and wash fireplace as well as the fireplace screen.
- Wash down crown molding, walls and base boards.
- Deep clean the floors. Remember to clean under couches and other furniture.
- Wash all windows and doors.

## **Day 6 – Dining Room**

- A dining room gets used for many things apart from just eating. The big table has seen many puzzles, school projects, sewing projects and family gatherings. You never know when you will need the dining room for activities other than eating. If you have a meeting with a contractor, insurance person or any activity where notes, writing or papers are involved, it makes more sense to sit at a table than in the lounge or living room.
- Remove everything from the dining room that does not belong.
- Remove and clean the curtains and blinds.
- Clean out all the server drawers and cupboards.
- Check all the crockery and cutlery and get rid of any broken, chipped or damaged items.
- Deep clean all the lighting fixtures. (If you have a chandelier in the dining room, open an umbrella and hook it under the chandelier to catch any drips while you clean.)
- Clean all the upholstery and treat all the wood with polish or furniture oil.
- Launder dirty table cloths, table runners, place mats and linen serviettes.
- Check and lean all serviette holders, candle sticks, serving spoons and trivets.



- Deep clean the carpets, rugs and floors. Remember to clean under all the furniture.

### **Day 7 – All other rooms in the house**

Use the experience gained on the other cleaning days do the same for any other rooms not done yet. These may be a foyer, laundry, scullery, pantry, or a storeroom.

Most of these are small rooms, so they will be quick to clean. The only hurdle is the fact that these spaces may contain a lot of items, boxes, bags and storage crates.

- Start the day by going through all the stuff in these rooms.
- Get rid of old things that you will never use, or have not used for years.
- Check the expiry dates on all food items and discard any old food.
- Use this day to review the way you sort and store items in these rooms.
- Clean all shelving and cupboards.
- Make sure that you wipe and clean all items before backing them back.
- Storerooms and pantries collect a lot of dust. Clean all the items and consider purpose built containers to keep everything dust free. Label or write on all containers to make finding things a breeze.
- Dust and clean all windows and window sills.
- Sweep and scrub all the floors and baseboards.

## **Conclusion**

Thank you again for downloading this book!

I hope this book was able to help you to sort and clean your home with all the tips and tricks in this book. An organized home is a place to relax and enjoy the company of friends and family. Remember to involve all the members of your family to help you get the home clean, but also keeping it that way. Every item in your house should have a function or use. If not, it just drags you down and adds to the list of items that need regular cleaning. De-clutter to create a friendly space to live in and thereby cutting the time spent cleaning your living environment.

Kids can learn to clean from an early age. Spoil them by teaching them the advantages of living in a clean house, and they will appreciate it for the rest of their lives.

Finally, if you enjoyed this book, then I'd like to ask you for a favor, would you be kind enough to leave a review for this book on Amazon? It'd be greatly appreciated!

**[Click here to leave a review for this book on Amazon!](#)**

Thank you and good luck!

## **Preview of DIY Household Hacks: Discover proven Household Hacks to Increase your Productivity, Save Time and Money**

Every DIY job, whether it is big or small, must start with a plan. This might seem a waste of time if you are going to hang a few pictures in the lounge, but even a list of the 5 items that you need to complete the job is in essence a plan. For larger undertakings, like renovating a room definitely needs a plan – the more detailed, the better.

A plan is essential because:

1. It saves time – If you have all the tools and material ready, you do not need to run around finding things.
2. It saves money – By proper planning, you can estimate the quantity of materials that you need more accurately. You can also budget better for the entire project.
3. You need to plan resources – Most small DIY jobs around the house can be managed by one person, but on larger projects you might need a hand. Help may come from a spouse, kids, friends or family. In some cases you need to plan for experts to be on site for example plumbers or electricians. By following your plan, they will be at the site on the right day, at the right time.
4. It helps you manage the project – It is very easy to forget a small detail. Without a proper plan you might find yourself on extra trips to the hardware store or to the lumber yard. It also helps you organize your resources to be at the right place, at the right time.

Things invariably change as a project unfolds, it is therefore important to keep your plan flexible. It will also help to keep a clipboard handy for your plan, sketches, notes, purchase slips and any other documentation on your project for easy reference. It saves a lot of time by not looking for things when you need them.

Hacks for planning.

1. Involve and inform everybody in your household about the project/s. This could mean extra hands to help you, or even better ideas as you get input from your loved ones.

2. If you have more than one project planned prioritize by Emergency (serious repairs that need immediate attention like smoke detectors or escape routes that are blocked); then by Security (locks, gates, alarm system etc.); then prioritize the rest by time available and resources.
3. Once a job is complete, remove the documentation from your clipboard and file in your project file. This will give you access to suppliers or contacts for specialists if you need them in the future.

In the following chapters we will explore each room in the house and give you some tips and hints on improving your living space. We urge you to read through all the hacks, as most of these can be used in any room in the house.

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