

Six Quickie Tips:

1. **Handy Cleaning bucket:** keep a bucket with your tools to complete the daily cleaning; cleaning clothes, all purpose cleaner, wood cleaner, bathroom cleaner, scrub brush, duster, cleaning gloves.
2. **Easy Entry Organizer:** Not a huge amount of money needs to be spend here, get creative with trays to gather and organize items you'll need on a daily basis, add hooks on the side of a tall microwave rack for pocketbook, work tote, umbrellas, etc. Then add a calendar over the rack to keep track of family events and activities, the rack which can also be used to hold lunch boxes, afterschool snacks instead of the microwave.
3. **Stain-Chart for Laundry Area:** Here is a favorite I have been using in the laundry area [*Martha's Stain Chart*](#), it will save you time and energy when you're getting ready for work or an event.
4. **Keep Keys Handy:** There are [*so many cute ideas*](#) on pinterest. I have a key rack with just 4 hooks for; *husband, boss lady, the shed, mower & blower*. If you have a key rack with more than 4 hooks, label the hooks to save time.
5. **Six quick things to do every day:** 1. Make your bed, 2. Manage your clutter (don't let it manage you) 3. Sort mail 4. Clean as you cook 5. Wipe spills right away 6 . Sweep kitchen floor.
6. **Label window screens:** This tip is helpful if you live in a larger, older home. This trick I have used in the past during Spring-Clean season. I labeled the *top left corner* of the screen with a label maker or a permanent marker whichever worked better. Saves you a lot of time when removing and installing the screens.