



LIFESTYLE BY DESIGN

# *The Speed Clean & Organize Guidebook*

WHOLE-HOUSE PLAN

Speed  
**CLEANING**

Speed  
**ORGANIZE**

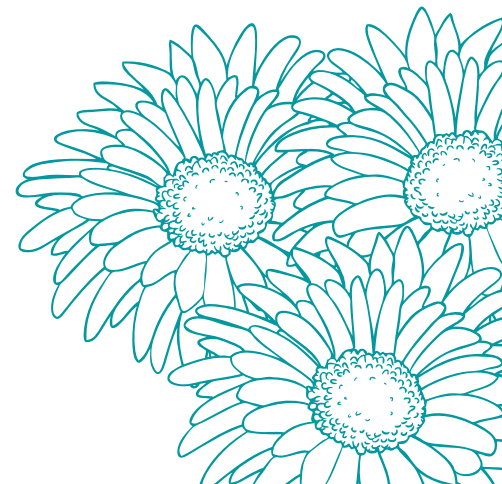




## Goal is: Whole-House Surface-Organization

When thinking about how to declutter your home in one day, you should have one goal in mind: To Clear Surface Clutter and Eliminate any simple, easy tasks first.

- Surface clutter consists of items that are out in the open and are not where they belong (their home).
- Simple tasks first is items that you can easily identify as trash, things that belong somewhere else or things you want to get rid of.



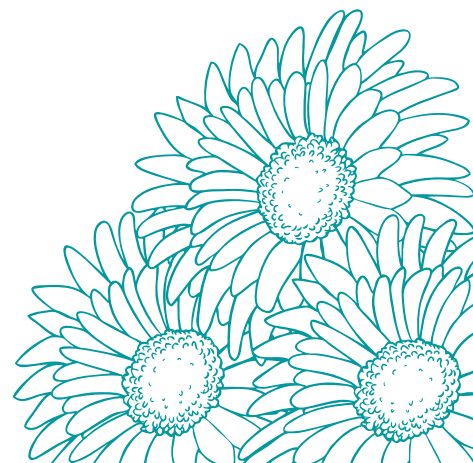


## What The Goal Is Not:

There are a few things you definitely should not try to do when planning to declutter your home in 1 day.

1. **Cleaning:** As you declutter, you might notice dust bunnies whispering around, layers of grime underneath the clutter. I recommend waiting to deep clean until after your area of the home organization is complete. Otherwise, you will get side-tracked and as a result will not be able to focus on finish decluttering.
2. **Deep-Cleaning:** until you have a chance to clean you can use some quick fixes to make sure your home feels clean. Once you've deep cleaned you can keep it that way using my *30-minute daily cleaning checklist*, or create your own customized home-cleaning plan.

*Notes:*



## How to Get Ready to Declutter Your House in One Day

When it comes to decluttering your whole house fast, a little prep goes a long way. In addition to gathering your supplies, you'll need a mindset that keeps you focused. ↓ ↓ ↓

### Gathering Supplies:

- Gather & Label boxes or trash bags for sorting items
- Grab a cleaning bucket, with all purpose cleaner, quality duster, rags
- Permanent markers, scissors, paper flags for notes, snack and cold drink . . . and music playlist.

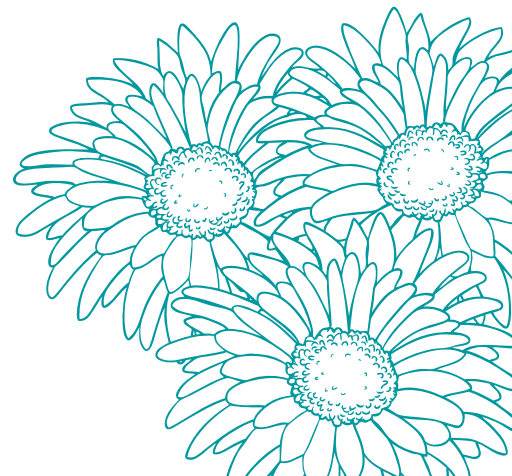
### Create a Plan for Donations:

- Contact a local thrift store, Goodwill - Salvation Army for information on when, where and how to donate.
- Schedule donation drop-off or pick-up in your planner as soon as possible - you might want to place items you're donating in your car after you finish decluttering.



### Prepare Your Mindset To Declutter

1. Understand that you'll be getting rid of anything you don't use, need or love
2. Wear comfortable clothes and shoes
3. Turn on your favorite playlist, podcast or audio book
4. Make it fun!





## Tips For How To Declutter Your House in One Day

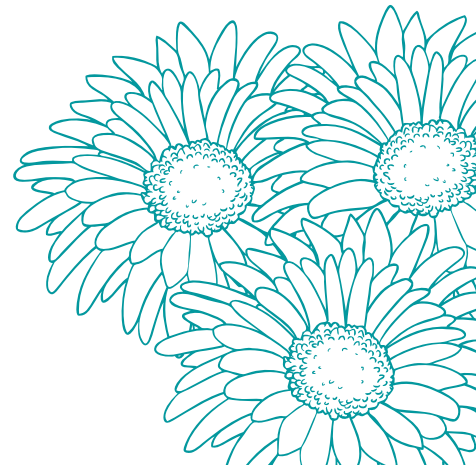
At the risk of sounding like a broken record, remember that the goal is to eliminate surface clutter and the easy simple tasks. The goal is not to organize or deep purge your home. If it isn't lying out and you don't have "a home" for it - leave it and schedule a deep-purge day another time.

**Organizing:** Decluttering is the goal, and organizing your house is a process in and of itself. Resist the urge to start reorganizing things while you're decluttering. You will then get distracted by organizing and not decluttering.

**Deep Purging:** Surface decluttering definitely doesn't include going through ALL your stuff - like opening boxes in the basement, or going through your christmas decorations. That kind of deep purging works best after the surface decluttering and on to room-by-room basis.

**Decluttering Clothing:** Purging and organizing clothing is an involved process that takes time to do. I recommend tackling your wardrobe on a different day.

*Notes:*





**Move Quickly:** You should aim to spend a maximum of 30 minutes on each zone/space. Set a timer on your phone, or grab a kitchen timer. Once the 30 minutes are up, it's time to move on to the next area.

**Categorize Clutter:** As you move through your house, you'll sort items into different categories.

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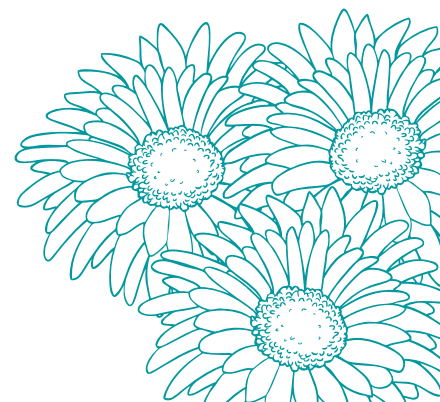
***\*Trash and/or Recycle***

***\*Keep/Relocate items*** you don't plan to get rid of, but needs to have it's own home

***\*Donate- items*** you no longer use, need or love, and that is still in good condition.

***\*Find a Home-*** As you declutter, put away the items you're keeping and that belongs in the room you're decluttering.

*Notes:*



## Plan of Order of Decluttering



### *Declutter Room-By-Room*

#### **Zone: Hall closet / coat closet ~ 30 mins.**

\*Trash, broken umbrellas, shoes not in good condition

\*Keep/Relocate: out-of-season outerwear and shoes, excess shoes and outerwear - depends on how you organize them

\*Donate: out of style outerwear, outerwear that you don't use, need or love.

\*Find a Home: Place the outerwear that's left on hangers, arrange shoes and other items neatly.

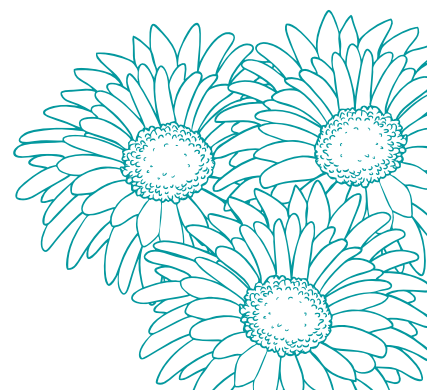
#### **Zone: Kitchen ~ 30 mins.**

Focus mostly on the flat surfaces in your kitchen, such as the table and countertops. If your kitchen cabinets aren't extremely cluttered, you can take 5 minutes or so to check for expired items to toss.

\*Trash - old and expired food that is sitting out

\*Keep/Relocate: family members' personal items, the things that tend to get left on the kitchen counters - bills and other paperwork . . . quickly sort.

*Notes:*



### **Kitchen - Cont.**

\*Donate: Gadgets and appliances you no longer want, need or love.

\*Put-Away: Dirty dishes, gadgets and tools, spices/seasoning and out of season décor.

### **Zone: Living Room~ 30 mins.**

\*Trash: old newspapers, used coloring books, puzzles and/or games with many pieces missing, broken toys

\*Keep/Relocate: family members personal belongings, extra toys, extra books you plan to keep

\*Donate: books, movies, toys, games, and décor you no longer use, need or love

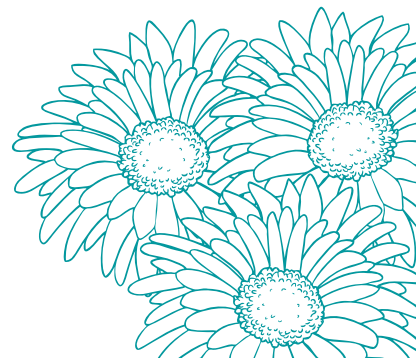
### **Zone: Dining Room~ 30 mins.**

If your dining room table has become a dumping ground for items with no home, keep your focus there - Take 30 minutes or so

\*Trash: old candles, dingy and stained table linens, old paperwork (*Shred papers with personal info*)



*Notes:*





### **Dining Room - Cont.**

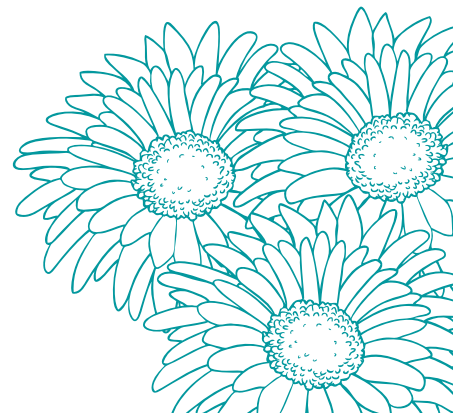
- \*Keep/Relocate: anything on the dining room table that isn't of décor or isn't needed at the time.
- \*Donate: Décor you no longer use, need or love, linens in good condition, dishes you no longer use/need/love.
- \*Find A Home: Linens you would like to keep, specialty dishes not currently in use, out of season décor.

### **Zone: Linen Closet ~ 30 mins**

- \*Trash: old stained towels and bed linens, expired bath and body products, old cleaning supplies, any trash that may be present.
- \*Keep/Relocate: cleaning supplies that would be better stored elsewhere
- \*Donate: towels and bed linen you no longer use, need or love - this applies to bath products that are in good condition you no longer use/need/love
- \*Find A Home: items sitting outside of their designated boxes, baskets or shelves, re-fold towels to make them look orderly and tidy.



*Notes:*







### **Zone: Bathrooms~ 30 mins. (in each)**

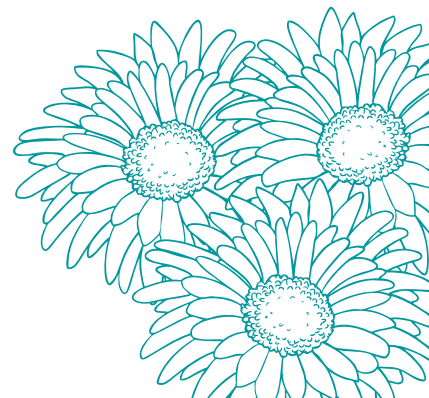
- \*Trash: expired or empty bath/body products, expired or empty makeup and nail polishes, empty toilet paper rolls, broken or moldy bath toys, old and soiled cleaning supplies.
- \*Keep/Relocate: Excessive products, such as toilet paper, extra bath/body products, extra towels that could be better stored elsewhere, family members personal belongings.
- \*Donate: useable bath/body products you no longer use/need/love, hair styling tools you no longer use.
- \*Find A Home: Dirty towels, bath/body products sitting out on the counter, bath toys, family member personal belongings.

### **Zone: Bedrooms ~ 30 mins. (in each)**

Set a goal to clear the tops of your dressers, bedside tables, bookcases and the floor.

- \*Trash: Any trash that is present
- \*Keep/Relocate: Family members belongings
- \*Donate: Decor you no longer use/need/love
- \*Find A Home: Clean laundry, dirty laundry, and other wardrobe clutter.

*Notes:*



## **Storage Zones - Basement, Attic, Garages~ 30 mins (in each)**

Again, resist the urge to do a deep purge or start organizing. The goal today is to clear surface clutter. You can purge and organize another day.

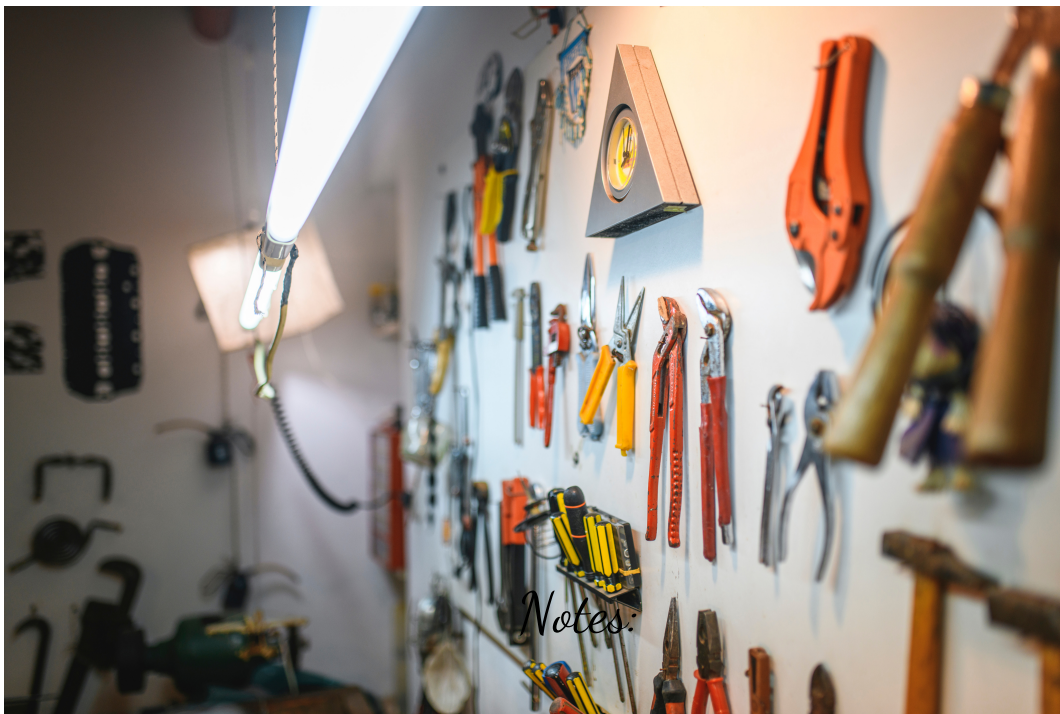
The decluttering you do today will make it easier to deep purge and organize later.

\*Trash: empty cardboard boxes, newspaper, packing material, broken items that can't be repaired and old soiled product boxes.

\*Keep/Relocate: Décor, personal and family member items you would like to use

\*Donate: anything sitting out that you no longer use/need/love. Again resist the urge to start going through boxes, address the surface clutter ONLY!

\*Find A Home: anything sitting out in the open. You might have lots of things that don't really have a particular home and that's okay - group like items together and line them up along a wall so there is space to move and walk around.



### **Zones: Clothes Closets ~ 30 mins.**

I would recommend going through your clothing on another day. Deep closet purging and organization are an entirely different project. Focus on surface decluttering for now, just as we've done in the rest of the house.

\*Trash: tissue paper, shopping bags, price tags and wrapping

\*Find A Home: pick up and hang or fold items that are on the closet floor or draped over chairs and furniture, neatly line up shoes on the floor.

### **Decluttering Wrap-Up ~ 30 mins.**

\*Remove all trash from the inside your home

\*Put away all Keep/Relocate items in their proper homes, or in storage containers if they don't have a home yet.

\*Place donations in your car or inside the door to your home

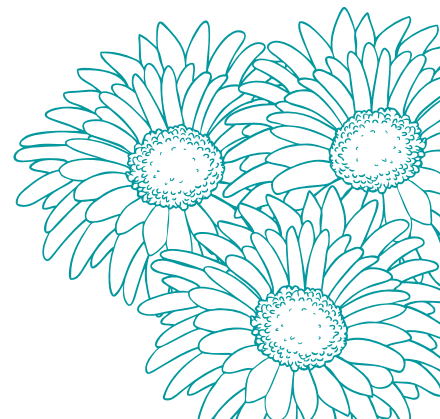
\*Drop off donations as soon as possible

\*If necessary repair items you planned to keep and deliver items you planned to give to friends/family.

\*Create good habits to declutter regularly moving forward.



*Notes:*







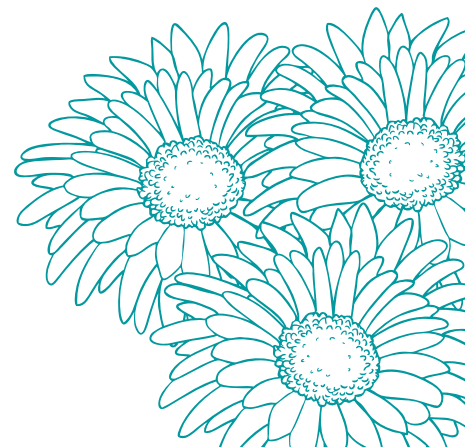
### **How to Declutter Your Home in One Day : Conclusion**

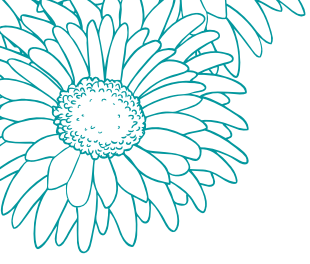
Clearing surface clutter is important for your mental well-being. It's also an important first step for bigger Deep Purging and Organizational projects in the future.

#### **Here's a summary of Tips and ideas I shared today:**

1. Prepare to declutter by gathering at least 4 sturdy boxes or contractors trash bags to sort items - There are 4 main sorting categories but keep in mind you may need more than 1 box or bag for each.
2. Prepare mentally by pledging to get rid of surface clutter and take care of the easy, simple tasks first.
3. Sort surface clutter and low-hanging fruit into 4 categories - Trash, Keep/Relocate, Donate, and Find A Home. Take care of the "Find a Home" items as you declutter the room you're working in.
4. Remove trash and donation items as soon as possible after you finish your ONE DAY DECLUTTER.
5. Declutter regularly from now and moving forward.
6. Print both my Speed Organize & Speed Clean checklists.
7. This process should take you about 5-6 hours to complete

*Notes:*

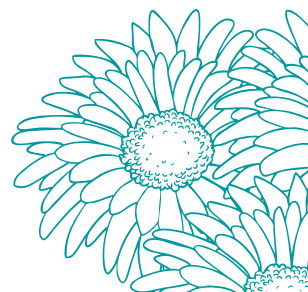




## How to Speed Clean your Home like a Professional

One of the greatest shortcuts to ensuring that your home becomes completely organized and clean is hiring a professional cleaner to get the job done; however, it's important to make sure that your overall budget will be able to handle the total cost. In the event that you can't afford the services of a professional cleaner right now, it's a good idea to keep all of the best tips and tricks from the best professional cleaners in mind! Keep in mind that you will have to dedicate a ton of time and effort to get the job done to a high standard!

Professional cleaners are truly the best at what they do. They never waste any time at their work, nor do they take any shortcuts in order to get the job done faster. Even better is the fact that they know how to clean correctly and quickly. Here are some great tips that you can make note of in order to ensure that you're always able to keep your home as clean as a professional can make it:





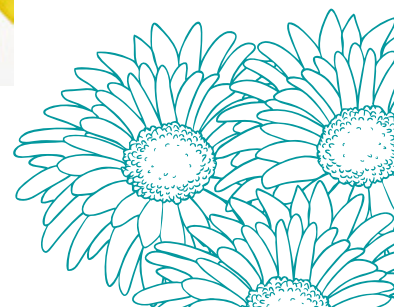
- 1. Schedule all of your cleanings as an actual job** - Every professional cleaner schedules every single job, no matter what it is. In fact, no one hires a cleaning service that promises to arrive on some particular day whenever there's nothing else taking place. One of the first and most important tips that you can make note of is to schedule all of your cleaning tasks to occur every single week. While having a clean home can give you a great feeling, you won't get it that way by cleaning only on certain occasions. Professionals never stop until the job is completely finished, and you should adopt the same attitude. Whenever you schedule a cleaning task, no matter how big or small it may be, stick with it and try to get it finished in a record amount of time.
- 2. Dress to be successful** - When professional cleaners do their work, they always dress in comfortable and washable clothing, such as supportive shoes and kneepads, as well as goggles and gloves. Gloves and goggles are designed to protect against chemicals while cleaning aprons are great for storing all sorts of tools and supplies. One of the best things you can do is set aside a particular cleaning uniform, which is what you can use only during times that you need to clean.
- 3. Invest in the right tools** - A professional cleaner never uses any type of silly gadget to help them get the job done, such as what you may see on some late-night television infomercial. Rather than investing in some cheap items that you'd find on the shelf of a supermarket, choose to invest in tools that are much more sturdy and well-made. For instance, instead of using a traditional sponge mop to clean your floor, choose to use a



terry-covered Magic Mop or something similar, which will clean your floor in a much more efficient manner.

4. **Pick everything up before you clean** - It's no secret that professional cleaners clean anything and everything that they can get their hands on in your home; however, this is something that won't be possible for them to do if areas such as your countertops and furniture are covered with all sorts of clutter. So before you get started cleaning anything, pick up all of the extra clutter. This will make the entire job go by much more quickly since these extra distractions will be completely out of the way. After all, you would never force a professional cleaning crew to sweep clutter off to the side before they're able to do the job that they're being paid to do.

5. **Carry all of your tools with you** - Take a moment to imagine someone cleaning their upstairs bathroom, only to remember that they forgot to bring the toilet cleaner with them. This means that they have to go all the way back downstairs to get it, then go all the way back upstairs to finish the job. Then the new problem is that they've forgotten the toilet brush, which is in the downstairs bathroom, so they now have to go back downstairs yet again to get that tool. Regardless of what room you're cleaning, it's always important to ensure that you carry all of your tools with you wherever you go. This is the same thing that professional cleaners do as well, and this will keep you from having to run and back forth from room to room to get the things that you need.





**6. Simplify your tool collection** - The biggest reason that professional cleaners are always able to carry all of their tools around with them is that they've taken the steps to simplify everything. You can always cut down on a lot of time and clutter in your cleaning tote by relying on purposeful tools and a few multi-purpose cleaning solutions. Generally, professional cleaners carry the following:

Light-duty evaporating cleaner

Heavy-duty degreasing cleaner

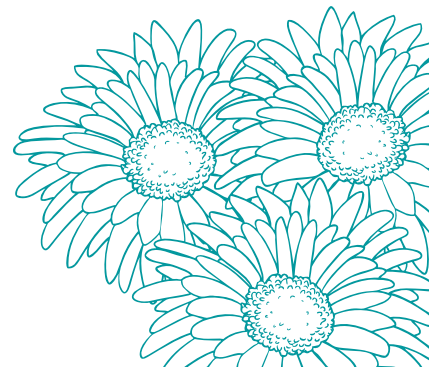
Tile cleaner

Powdered abrasive cleaner

Bar Cleaner Powder

**7. Get yourself motivated as much as possible** - Professional cleaners never take breaks in order to watch their favorite television shows, taking a phone call, or checking their email while cleaning your home, and you should always adopt the same attitude. During any cleaning task, turn off your television and let your cell phone go directly to your voicemail if any calls come through - you don't need to deal with distractions like these as you go on with your work. Music, however, can be a huge boost of energy for you. Turn on any kind of uplifting music to help you along the way. Furthermore, you can also try to enlist the help of family and/or friends and work on cleaning as a team, which will definitely help the job get done much more quickly!

**8. Make all of your movements count** - A professional cleaner never circles around a room more than once. For instance, when cleaning a bathroom, they will clean the mirror, sink, counters, and fixtures before moving on to another area of the room. Make all of your movements count in one single space before you even think about moving on.







**9. Utilize Teamwork** - Working with one or more people to get a cleaning task done is a lot better than working on your own. Professional cleaners always work in teams, so it's always a good idea to consider taking an example from them. If your home is of average size, you will be able to get all of the work done in virtually no time whenever you utilize teamwork. If you have a family of your own, you can always get them involved as well, even though they may be reluctant to help since they were a part of creating the mess, to begin with.

**10. Wrap Everything Up For Next Time** - When professional cleaners finish with a job, they always wrap everything up before they leave by returning everything to their proper areas and washing all of their cleaning cloths. Additionally, check the levels of all of your cleaning products. If you find that you need more of something, create a shopping list and head to your nearest grocery store to pick them up. Once you get what you need, put everything away.

It's easy to let dirt & clutter take up our space and time, but we don't have to be captive to it.

Take charge and simplify your lifestyle . . . reach out to me!

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