

10-Minute Nightly Reset Checklist

The sweep that keeps an organized home organized. Set a timer, work top to bottom, stop at 10 minutes - done beats perfect.

1. Landing strips (2 minutes)

- ☐ Entryway: keys, bags and shoes back in the drop zone - not the floor.
- ☐ Mail and paper straight into its one home, not a pile-in-waiting.

2. Surfaces (3 minutes)

- ☐ Kitchen counters: everything back to its zone; dishes to sink/dishwasher.
- ☐ Dining table and desk: clear to empty, or to tomorrow's one allowed item.
- ☐ Coffee table / sofa: remotes, cups and strays home.

3. Floors & paths (2 minutes)

- ☐ Walk the main path: anything on the floor goes home or goes out.
- ☐ Shoes by the door lined up or into their crate - pairs together.

4. Tomorrow setup (3 minutes)

- ☐ Bags packed and by the door for anyone leaving early.
- ☐ One load of laundry sorted ready, or the basket emptied into its zone.
- ☐ Quick scan: what tried to escape its zone today? Put the escapee back now, fix the zone on the weekend.

Why spaces fall apart - and the fix: staystidy.com/declutter-keep-it-tidy-routines/