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# How To Use This TINY TASK CHECKLIST



**Tiny Tasks** have changed my life in so many ways, which is why I'm so excited to help you get started using them!

The best way to use this checklist is to print it out, and keep it in a central location...like on your refrigerator, in a home management binder, etc.

Personally, I like to keep all of my home management printables in a home management binder, and that binder stays on the counter in my kitchen! That way, I can just open the binder, take a look at the Tiny Tasks that still need to be done...assign a few to the kids, tack one or two while I wait for my coffee to finish brewing...you catch my drift.

Have you ever been standing in your kitchen waiting for water to boil, or for the microwave to finish, and you grab your phone and scroll through Instagram?

Five minutes later, you are no smarter, your house is no cleaner...

Well, THIS is how I started having a cleaner house WITHOUT spending HOURS each week cleaning.

Instead of scrolling when I have 2-5 spare minutes, I do a Tiny Task or two. You would be amazed how much you can accomplish by doing small cleaning tasks throughout your day instead of scrolling.

It all adds up, and it adds up QUICKLY!

So go ahead and print out this list, keep it handy, check Tiny Tasks off as you go and watch your home get cleaner!

If you want to go even deeper on this topic, I have an online course called **The Freedom Moms Challenge** that covers Tiny Tasks even more in depth and **so much more!** It even includes templates, worksheets and everything you need to always know what to do next to keep your home clean, almost like it's on autopilot!

[Get The Freedom Moms Challenge here!](#)

# 361 TINY TASKS

## KITCHEN

- ❑ 1. Wipe down countertops.
- ❑ 2. Put away dishes in the dish rack.
- ❑ 3. Sweep the floor.
- ❑ 4. Empty the trash.
- ❑ 5. Wipe down the inside of the trash bin.
- ❑ 6. Wipe down the stovetop.
- ❑ 7. Clean the microwave inside.
- ❑ 8. Clean the microwave outside.
- ❑ 9. Wipe the front of dishwasher.
- ❑ 10. Wipe the front of refrigerator.
- ❑ 11. Organize one shelf of the refrigerator door.
- ❑ 12. Scrub the sink.
- ❑ 13. Scrub the sink fixtures
- ❑ 14. Wipe down one cabinet door.
- ❑ 15. Wipe down the toaster.
- ❑ 16. Wipe down the coffee maker.
- ❑ 17. Polish stainless steel appliances.
- ❑ 18. Spray and wipe the inside of the oven door.
- ❑ 19. Wipe down the kitchen table.
- ❑ 20. Dust off light fixtures.
- ❑ 21. Clean the spice rack.
- ❑ 22. Wipe down one shelf on the inside of the fridge.
- ❑ 23. Wipe down the backsplash.
- ❑ 24. Empty and clean the compost bin.
- ❑ 25. Clean the utensil holder.
- ❑ 26. Wipe down the knife block.
- ❑ 27. Organize one pantry shelf.
- ❑ 28. Wipe down the salt and pepper shakers.
- ❑ 29. Clean the inside of the toaster oven.
- ❑ 30. Wipe down the dining chairs.
- ❑ 31. Clean the inside of the dishwasher door.
- ❑ 32. Wipe down the teapot or kettle.
- ❑ 33. Dust off cookbook shelves.
- ❑ 34. Clean the microwave turntable.
- ❑ 35. Wipe down the soap dispenser.
- ❑ 36. Wipe down the range hood.
- ❑ 37. Organize Tupperware containers.
- ❑ 38. Wipe down the inside of the coffee mug cabinet.
- ❑ 39. Clean the ice tray.
- ❑ 40. Wipe down the inside of the tea/coffee cupboard.
- ❑ 41. Wipe down the inside of the baking supplies cabinet.
- ❑ 42. Wipe down the inside of the pots and pans cabinet.
- ❑ 43. Organize kitchen towels.
- ❑ 44. Wipe down the inside of the storage container cabinet.
- ❑ 45. Wipe down the inside of the glassware cabinet.
- ❑ 46. Wipe down the inside of the plates and bowls cabinet.
- ❑ 47. Organize pot holders and oven mitts.
- ❑ 48. Wipe down the inside of the utensil drawer.
- ❑ 49. Wipe down the inside of the baking sheets cabinet.
- ❑ 50. Wipe down the inside of the serving dishes cabinet.
- ❑ 51. Organize plastic bags and wraps.
- ❑ 52. Wipe down the canisters.
- ❑ 53. Wipe down the inside of the baking pans cabinet.
- ❑ 54. Clean the food processor base.
- ❑ 55. Wipe down the inside of the cutting utensils drawer.
- ❑ 56. Organize reusable shopping bags.
- ❑ 57. Wipe down the inside of the small appliances cabinet.
- ❑ 58. Wipe down the inside of the measuring cups and spoons drawer.
- ❑ 59. Wipe down the electric kettle.
- ❑ 60. Wipe down the inside of the baking tools drawer.
- ❑ 61. Clean the stand mixer.
- ❑ 62. Wipe down the inside of the food storage drawer.
- ❑ 63. Wipe down the inside of the kitchen gadget drawer.
- ❑ 64. Wipe down the inside of the cleaning supplies cabinet.
- ❑ 65. Clean the coffee grinder.
- ❑ 66. Wipe down the inside of the pet food supplies cabinet.
- ❑ 67. Wipe down the inside of the reusable containers drawer.
- ❑ 68. Wipe down the inside of the foil and wrap cabinet.

[Click Here](#) to find out more about how to seamlessly incorporate Tiny Tasks into your day so that you can keep your home clean with little bits of time throughout the day instead of marathon cleaning sessions!! I'm Ashley, and I have ten children, and I maintain a reasonably clean home (with my children's help!) and using these Tiny Tasks is one of the main ways I accomplish this! I would love to teach YOU how to do the same without sacrificing all of your free time!

- ❑ 69. Wipe down the inside of the baking ingredients cabinet.
- ❑ 70. Wipe down the inside of the snack foods cabinet.
- ❑ 71. Wipe down the inside of the canned goods cabinet.
- ❑ 72. Wipe down the inside of the condiments cabinet.
- ❑ 73. Clean the kitchen timer.

## BEDROOM

- ❑ 74. Make the bed.
- ❑ 75. Fluff and arrange pillows.
- ❑ 76. Open the curtains to let in sunlight.
- ❑ 77. Straighten up bedside tables.
- ❑ 78. Dust off nightstands.
- ❑ 79. Wipe down light switches.
- ❑ 80. Vacuum under the bed.
- ❑ 81. Organize a drawer in your dresser.
- ❑ 82. Wipe down the TV remote.
- ❑ 83. Dust off the tops of picture frames.
- ❑ 84. Clean a mirror.
- ❑ 85. Wipe down doorknobs.
- ❑ 86. Clear clutter from the floor.
- ❑ 87. Dust off lampshades.
- ❑ 88. Empty the bedroom trash bin.
- ❑ 89. Vacuum high-traffic areas.
- ❑ 90. Organize your jewelry.
- ❑ 91. Wipe down window sills.
- ❑ 92. Straighten up books on shelves.
- ❑ 93. Dust off decorative items.
- ❑ 94. Wipe down electronic devices.
- ❑ 95. Put away clothes on the chair.
- ❑ 96. Vacuum or sweep the closet floor.
- ❑ 97. Organize your shoes.
- ❑ 98. Wipe down baseboards.
- ❑ 99. Dust off ceiling fan blades.
- ❑ 100. Clear off the vanity or desk.
- ❑ 101. Wipe down vanity or desk surface.
- ❑ 102. Vacuum or sweep around furniture legs.
- ❑ 103. Organize your accessories.
- ❑ 104. Dust off curtains or blinds.
- ❑ 105. Straighten up cords and cables.
- ❑ 106. Wipe down any wall art.
- ❑ 107. Clean your phone or tablet.
- ❑ 108. Dust off the tops of wardrobe/closet doors.
- ❑ 109. Wipe down the TV or computer screen.
- ❑ 110. Vacuum or sweep corners.
- ❑ 111. Organize a shelf in the closet.
- ❑ 112. Wipe down air vents.
- ❑ 113. Dust off wall-mounted decorations.
- ❑ 114. Vacuum or sweep under furniture.
- ❑ 115. Organize your belts or ties.
- ❑ 116. Wipe down light fixtures.
- ❑ 117. Dust off any wall-mounted mirrors.
- ❑ 118. Organize a section of your closet.
- ❑ 119. Wipe down power outlets.
- ❑ 120. Vacuum or sweep around the bed.
- ❑ 121. Organize your hats.
- ❑ 122. Wipe down any electronic chargers.
- ❑ 123. Organize a drawer in your nightstand.
- ❑ 124. Dust off the tops of door frames.
- ❑ 125. Straighten up shoes by the door.
- ❑ 126. Wipe down alarm clocks.
- ❑ 127. Organize your scarves.
- ❑ 128. Dust off decorative wall shelves.
- ❑ 129. Organize your bags or purses.
- ❑ 130. Wipe down any decorative lamps.
- ❑ 131. Dust off the tops of window frames.
- ❑ 132. Vacuum or sweep along the edges.
- ❑ 133. Organize a shelf in your bookcase.
- ❑ 134. Wipe down any decorative figurines.
- ❑ 135. Dust off the tops of closet doors.
- ❑ 136. Organize your socks or stockings.
- ❑ 137. Dust off the tops of wall-mounted lights.
- ❑ 138. Organize a section of your bookcase.
- ❑ 139. Organize your pajamas or loungewear.
- ❑ 140. Wipe down any decorative candles.
- ❑ 141. Dust off the tops of tall furniture.
- ❑ 142. Organize a drawer in your wardrobe.
- ❑ 143. Dust off the tops of curtain rods.
- ❑ 144. Wipe down any decorative plants.
- ❑ 145. Organize your undergarments.
- ❑ 146. Dust off the tops of decorative trays.
- ❑ 147. Organize a drawer in your vanity.
- ❑ 148. Organize a section of your vanity.

## BATHROOMS

### Countertop and Sink:

- 149. Wipe down the countertop.
- 150. Clean the sink.
- 151. Rinse out toothpaste residue from the sink.
- 152. Wipe down soap dispensers.
- 153. Polish any metal fixtures.
- 154. Remove hair from the sink and countertop.
- 155. Clean the toothbrush holder.
- 156. Wipe down the soap dish.
- 157. Clean and shine the faucet.
- 158. Wipe down the mirror.

### Toilet:

- 159. Wipe down the toilet seat.
- 160. Clean the toilet lid.
- 161. Wipe down the toilet tank.
- 162. Clean the flush handle.
- 163. Quick scrub inside the toilet bowl.
- 164. Replace toilet paper if needed.
- 165. Empty the trash bin if it's in the bathroom.
- 166. Check and restock any air fresheners.

### Shower/Bathtub:

- 167. Wipe down the shower door or curtain.
- 168. Clean the shower caddy or shelves.
- 169. Wipe down the soap and shampoo bottles.
- 170. Rinse away hair and soap scum.
- 171. Squeegee the shower walls.
- 172. Straighten hanging towels.
- 173. Empty and clean the shower drain.
- 174. Wipe down the bathtub faucet.

### Floor:

- 175. Sweep the bathroom floor.
- 176. Spot clean any spills on the floor.
- 177. Shake out and replace bath mats.
- 178. Wipe down the baseboards.
- 179. Quick mop or wipe down the floor.
- 180. Pick up any clothing or items on the floor.

### Mirrors:

- 181. Clean and polish the mirror.
- 182. Remove any fingerprints from the mirror.
- 183. Wipe down the mirror frame.

### Medicine Cabinet/Storage:

- 184. Wipe down the exterior of the medicine cabinet.
- 185. Organize and straighten the items inside.
- 186. Check and dispose of expired medications.

### Trash:

- 187. Empty the bathroom trash bin.
- 188. Replace the trash bag if needed.

### General:

- 189. Dust any decorative items.
- 190. Wipe down light switches.
- 191. Wipe down doorknobs.
- 192. Clean the bathroom fan grille.
- 193. Check and replace burnt-out light bulbs.

### Extras:

- 194. Clean the inside of the bathroom door.
- 195. Wipe down the exhaust fan cover.
- 196. Dust or clean any vents.
- 197. Organize bathroom cleaning supplies.
- 198. Wipe down the toilet paper holder.

## Living Room

### Dusting:

- 199. Dust the coffee table.
- 200. Dust the side tables.
- 201. Dust the TV stand.
- 202. Dust the bookshelves.
- 203. Dust any electronics.
- 204. Dust picture frames.
- 205. Dust decorative items.
- 206. Dust lampshades.
- 207. Dust blinds or curtains.
- 208. Dust the tops of furniture.

### Surfaces:

- 209. Wipe down the coffee table.
- 210. Wipe down the side tables.
- 211. Wipe down the TV remote.
- 212. Wipe down the TV screen gently.
- 213. Wipe down the electronics.
- 214. Wipe down light switches.
- 215. Wipe down door handles.
- 216. Wipe down game controllers.
- 217. Wipe down the dining table if it's in the living room.

## Floor:

- 218. Vacuum high-traffic areas.
- 219. Sweep or vacuum under furniture.
- 220. Shake out and fluff cushions.
- 221. Straighten area rugs.
- 222. Spot clean any spills on the floor.
- 223. Empty and clean the vacuum cleaner.
- 224. Wipe down baseboards.
- 225. Quickly mop or wipe the floor.

## Clutter:

- 226. Put away remote controls.
- 227. Put away magazines or newspapers.
- 228. Collect and put away scattered items.
- 229. Return books to the bookshelves.
- 230. Straighten up throw blankets.

## Electronics:

- 231. Organize cords and cables.
- 232. Wipe down computer or laptop.
- 233. Wipe down gaming consoles.
- 234. Wipe down sound systems.

## Windows:

- 235. Wipe down window sills.
- 236. Clean fingerprints from windows.
- 237. Dust window blinds or curtains.

## Organizing:

- 238. Tidy up any visible cables.
- 239. Arrange decorative pillows.
- 240. Organize DVD or media collections.
- 241. Organize board games or puzzles.
- 242. Straighten up toys if there are any.

## General:

- 243. Empty and clean the trash bin.
- 244. Replace the trash bag if needed.
- 245. Water indoor plants if present.
- 246. Check and replace burnt-out light bulbs.
- 247. Wipe down any glass surfaces.

## Extras:

- 248. Dust ceiling fan blades.
- 249. Wipe down air vents.
- 250. Dust or clean decorative lighting.
- 251. Straighten up any wall art.
- 252. Check and restock candles or air fresheners.

## Pet-Related:

- 253. Vacuum up pet hair.
- 254. Wipe down pet toys.
- 255. Brush and groom pets quickly.

## DINING ROOM & ENTRYWAY

### Dining Room:

- 256. Wipe down the dining table.
- 257. Wipe down dining chairs.
- 258. Dust the top of the buffet or sideboard.
- 259. Wipe down the buffet or sideboard.
- 260. Straighten up place settings.
- 261. Wipe down any glassware or serving dishes.
- 262. Dust any decorative items.
- 263. Wipe down light switches.
- 264. Wipe down door handles.
- 265. Wipe down window sills.

### Entryway:

- 266. Wipe down the entryway table.
- 267. Dust any decorative items.
- 268. Wipe down shoe racks or mats.
- 269. Wipe down umbrella stands.
- 270. Wipe down coat hooks or hangers.
- 271. Wipe down light switches.
- 272. Wipe down door handles.
- 273. Check and organize mail or papers.
- 274. Wipe down windowsills.
- 275. Vacuum or sweep the entryway floor.

### Surfaces:

- 276. Wipe down any console tables.
- 277. Wipe down any shelves.
- 278. Wipe down any mirrors.
- 279. Wipe down any picture frames.
- 280. Wipe down any electronics.
- 281. Wipe down lampshades.

### Floor:

- 282. Vacuum or sweep the dining room floor.
- 283. Vacuum or sweep the entryway floor.
- 284. Shake out and fluff cushions.
- 285. Straighten area rugs.
- 286. Spot clean any spills on the floor.
- 287. Wipe down baseboards.
- 288. Quickly mop or wipe the floor.

## Clutter:

- 289. Collect and put away clutter.
- 290. Put away shoes or accessories.
- 291. Put away any bags or purses.
- 292. Straighten up any items on shelves.
- 293. Tidy up the dining room chairs.

## Windows:

- 294. Clean fingerprints from windows.
- 295. Dust window blinds or curtains.

## Organizing:

- 296. Organize shoes neatly.
- 297. Organize coats or jackets.
- 298. Organize hats or scarves.
- 299. Organize keys and small items.
- 300. Straighten up any mail or papers.

## General:

- 301. Empty and clean the trash bin.
- 302. Replace the trash bag if needed.
- 303. Water any indoor plants if present.
- 304. Check and replace burnt-out light bulbs.

## Extras:

- 305. Dust ceiling fan blades.
- 306. Wipe down air vents.
- 307. Dust or clean decorative lighting.
- 308. Check and restock candles or air fresheners.
- 309. Clean the entryway door.

## Pet-Related:

- 310. Wipe down pet accessories.
- 311. Vacuum up pet hair.

## LAUNDRY ROOM

### Surfaces:

- 312. Wipe down the laundry machine exterior.
- 313. Wipe down the dryer exterior.
- 314. Wipe down the laundry sink.
- 315. Wipe down any countertops.
- 316. Wipe down shelves or storage cabinets.
- 317. Wipe down any surfaces near the machines.

### Floor:

- 318. Sweep or vacuum the laundry room floor.
- 319. Spot clean any spills on the floor.
- 320. Wipe down baseboards.
- 321. Quickly mop or wipe the floor.

## Organization:

- 322. Organize laundry supplies.
- 323. Straighten up laundry detergents.
- 324. Organize cleaning products.
- 325. Organize cleaning tools (brooms, mops).
- 326. Tidy up and put away items.

## Lint and Filters:

- 327. Empty the lint trap in the dryer.
- 328. Clean the lint trap area.
- 329. Clean the lint filter in the washing machine.
- 330. Clean or replace the air vent filter.

## Sink and Drain:

- 331. Clean the laundry sink.
- 332. Clear out any debris from the sink.
- 333. Check the drain for clogs.

## Shelves and Storage:

- 334. Dust shelves or storage areas.
- 335. Wipe down containers and bins.
- 336. Check labels and expiration dates.

## Washing Machine:

- 337. Wipe down the inside of the washing machine drum.
- 338. Run a self-cleaning cycle if available.
- 339. Wipe down the inside of the door.
- 340. Wipe down the control panel.

## Dryer:

- 341. Wipe down the inside of the dryer drum.
- 342. Check and clean the dryer vent hose.
- 343. Wipe down the lint screen.

## General:

- 344. Empty and clean the trash bin.
- 345. Replace the trash bag if needed.
- 346. Check and replace burnt-out light bulbs.

## Extras:

- 347. Organize laundry baskets.
- 348. Wipe down the laundry room door.
- 349. Dust or wipe down any decor.
- 350. Straighten up hangers and ironing board.
- 351. Check fire extinguisher if present.

## Utility Sink:

- ❑ 352. Wipe down the utility sink.
- ❑ 353. Clean any detergent spills.
- ❑ 354. Wipe down faucet handles.
- ❑ 355. Clean any cleaning tools or brushes.

## Pet-Related:

- ❑ 356. Clean pet items (beds, blankets).
- ❑ 357. Wipe down pet-related storage.

## Folding Area:

- ❑ 358. Wipe down the folding table.
- ❑ 359. Clear off any items on the table.
- ❑ 360. Fold and put away laundry.
- ❑ 361. Wipe down laundry baskets.

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