

# 50 tenminutetasks

## planning

- Make a to do list for today.
- Start a master "to do" list.
- Make a list of your top priorities.
- Write out your goals for the year.
- Create a plan for the next week.

## desk/office

- Pay a bill.
- Clean out a drawer.
- Work on your [NOW or 10 MINUTES A DAY](#) folders.
- [Review your goals](#).
- Start a [vision board](#).

## kitchen

- Load/Unload the dishwasher.
- Find 3 items to give away.
- Clean a shelf in the fridge or freezer.
- Clear a counter.
- Declutter your [Control Center](#).

## living/family room

- Declutter your coffee/end table.
- Find 3 -5 dvds/books to sell.
- Dust half of the room.
- Re-arrange and dust one shelf.
- Clean the blinds in one window.

## master bedroom

- Declutter your night stand.
- Clear the top of your dresser.
- Find 3 items to give away.
- Declutter one dresser drawer.
- Clear a shelf in your closet.

## bathroom

- Clean the counter.
- Declutter under the sink.
- Clean the toilet.
- Wipe down the shower.
- Clean out the medicine cabinet.

## kid's bedroom

- Find 5 clothing items to give away.
- Find a pair of shoes your child no longer wears and discard them.
- Find 10 toys and put them away to rotate in later.
- Find 5 toys to give away.
- Clean under the bed.

## laundry

- Fold and put away a load of laundry.
- Wipe down the top of the washer.
- Clean behind the dryer.
- Organize laundry supplies.
- Clean the inside of the washer.

## other

- Straighten the linen closet.
- Declutter your entryway.
- Declutter your purse.
- Clean out your car.
- Declutter the junk drawer.
- Organize a few photos.
- Organize your planning binder.
- Sweep the front porch.
- Vacuum a room.
- Organize your spices.