

Daily 15-minute reset

- ☐ Dishes washed or dishwasher loaded
- ☐ Kitchen counters and table wiped
- ☐ Quick tidy of living areas
- ☐ Mail and papers sorted
- ☐ Laundry load started or folded
- ☐ Bathroom sink wiped
- ☐ Floors spot-swept where needed
- ☐ Bins checked