

### Speed Tidy Checklist:

#### You will need:

Rubbish bag  
Laundry bag



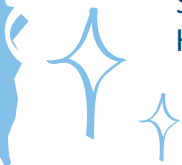
### What will make the biggest difference?

- Make your bed (change your bed sheets if needed)
- Choose a designated dumping area (chair, desk or tabletop)
- Take away any plates/cups cutlery
- Take a bag and gather any rubbish/ recycling
- Separate clean and dirty clothes. Put dirty clothes in the wash/laundry bag
- Gather out of place items and put them in the dumping zone to sort later.

### Speed Cleaning checklist:

#### You will need:

Microfiber cloth  
Glass cleaner  
Surface polish  
Hoover



- Dust or wipe down surfaces
- Wipe down windows and mirrors with glass cleaner
- Wipe down surfaces and light switches
- Hoover

### Final touches:

#### You will need:

Large box  
Scented candle  
Room spray



- Put everything away that is in your 'dumping area' (If an object can't be easily tidied away then add it to a box to deal with later). Hide box in a cupboard.
- Fold clothes and put them away
- Light a scented candle or spray the room so that the air is nice and fresh.

### *If you are expecting short notice guests: Focus on decluttering/ cleaning the bathroom*

1. Make sure you have spare toilet roll
2. Wipe down toilet and sink area
3. Put clutter out of sight
4. If there are really untidy rooms quickly declutter or just close the doors to those rooms.