－Wash the dishes／empty the dishwasher
－Empty the kitchen bin
－Sweep the kitchen floor
－Plan what＇s for dinner
－Write a shopping list
－Put away 3 items of clutter
－Hang out the washing or put it in the tumble drier
－Feather dust a room
－Make a bed

## Under 5 minutes

－Pay a bill
－Check your calendar
－Delete 10 emails from your inbox
－Write a birthday card
－Wrap a present．
－Make an appointment．
－Wipe down light switches
－Shake door mats
－mop the floor
－pick up stuff from the floor
－straighten the cushions
－bleach or disinfect the drains
－vacuum a bedroom
－wipe the downstairs loo and sink
－clean a couple of mirrors

## Under 10 minutes

－Organize／declutter the fridge
－Do one load of laundry
－Disinfect the kitchen surfaces
－Clean the bathroom sink and loo
－Vacuum the living room
－Vacuum the hall and stairs
－Clean the mirrors
－Strip and remake a bed
－Put clothes away
－Declutter an area
－Disinfect the bin
－Disinfect the wheelie bins
－Clean the front door
－Clean 2 windows
－Tidy or declutter a drawer
－Do a weekly meal plan．
－Wipe down the kitchen cupboard doors
－Do 30 minutes of ironing
－Strip all the beds
－Clean all the windows
－Declutter a kitchen cupboard
－Clean the oven

## リ円صロ

－Vacuum under the sofa cushions
－Vacuum under the furniture
－Clean under the bed
－Deep clean the bathroom
－Deep clean any room
－Vacuum the couch
－File some paperwork
－Polish the furniture

