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## 6 Things to Do Every Day

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Get into the habit of completing these basic tasks daily. With just a few minutes' work, you'll easily be able to keep chaos at bay.

- Make the Bed**  
Tidiness begets tidiness. A crisply made bed makes the whole room seem more orderly, which makes it less likely that you'll let other things -- such as clothes and papers -- pile up around it.
  
- Manage Clutter**  
Whenever you leave a room, take a quick look around for anything that isn't where it should be. Pick it up and put it where it belongs. Insist that everyone in the household do the same.
  
- Sort the Mail**  
Take a few minutes to open, read, and sort mail as soon as you bring it inside. Keep a trash bin near your sorting area for junk mail. Drop other mail into one of four in-boxes: personal correspondence, bills, catalogs, and filing.
  
- Clean as You Cook**  
Instead of filling the sink with pots and dishes, wash them or put them in the dishwasher as you prepare a meal.
  
- Wipe Up Spills While They're Fresh**  
Whether it's tomato sauce on the cooktop or makeup on the bathroom counter, almost anything is faster and easier to remove if you attend to it immediately.
  
- Sweep the Kitchen Floor**  
Every evening, once you've finished washing up after dinner, sweep the floor. This will keep tough-to-clean dirt and grime from building up, which will make the weekly mopping much quicker.