Ten-Minute
ROOM RESET

ONE ROOM, ONE TIMER, EIGHT SMALL MOVES

1 SET THE TIMER START

Set it for 10 minutes. Grab a basket and a trash bag.

WHY *A fixed end makes it easy to start, and to stop.*



2 TRASH OUT 1 MIN

Bag the wrappers, junk mail, empty bottles and old receipts.

WHY *It is the quickest change you can see, and it makes room.*



3 DISHES OUT 1 MIN

Cups, plates and bowls go to the kitchen in one trip.

WHY *One cup left out is how the next pile starts.*



4 THE GOES-HOME BASKET 2 MIN

Anything that lives in another room goes in the basket.

WHY *You finish this room instead of drifting into the next.*



5 CLEAR THE SURFACES 2 MIN

Clear the table and counters. Put back only what lives there.

WHY *Clear flat spots are what make a room read as tidy.*



6 STRAIGHTEN THE SOFT THINGS 1 MIN

Fold the throws, plump the cushions, square up the rug.

WHY *A minute here makes the whole room look finished.*



7 FLOOR PASS 2 MIN

Pick up what is on the floor, then sweep or vacuum the path.

WHY *Floor last: everything above it has dropped its crumbs by now.*



8 PARK THE BASKET 1 MIN

Set it by the door or the stairs. Empty it on your next trip.

WHY *Everything goes home in one trip, not ten.*



◆ HOW TO USE

Pick the room people use most. Work the steps in order and stop when the timer rings, even mid-step. Tick a ring for each day you do it. A blank day just stays blank.

THIS WEEK

○ M ○ T ○ W ○ T ○ F ○ S ○ S

Room _____

Stop when the timer rings.

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Ten-Minute ROOM RESET

EIGHT MOVES, TEN MINUTES, A MONTH OF RESETS

1 START

SET THE TIMER

Set it for 10 minutes. Grab a basket and a trash bag.

2 1 MIN

TRASH OUT

Bag the wrappers, junk mail, empty bottles and old receipts.

3 1 MIN

DISHES OUT

Cups, plates and bowls go to the kitchen in one trip.

4 2 MIN

THE GOES-HOME BASKET

Anything that lives in another room goes in the basket.

5 2 MIN

CLEAR THE SURFACES

Clear the table and counters. Put back only what lives there.

6 1 MIN

STRAIGHTEN THE SOFT THINGS

Fold the throws, plump the cushions, square up the rug.

7 2 MIN

FLOOR PASS

Pick up what is on the floor, then sweep or vacuum the path.

8 1 MIN

PARK THE BASKET

Set it by the door or the stairs. Empty it on your next trip.

◆ HOW TO USE

Pick the room people use most. Work the steps in order and stop when the timer rings, even mid-step. Tick a ring for each day you do it. A blank day just stays blank.

THIS MONTH

	M	T	W	T	F	S	S
Room _____	○	○	○	○	○	○	○
Room _____	○	○	○	○	○	○	○
Room _____	○	○	○	○	○	○	○
Room _____	○	○	○	○	○	○	○
Room _____	○	○	○	○	○	○	○

Stop when the timer rings.

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Ten-Minute Room Reset

A Tidy Room, Step by Step

1 START

SET THE TIMER

Set it for 10 minutes. Grab a basket and a trash bag.

WHY *A fixed end makes it easy to start, and to stop.*

2 1 MIN

TRASH OUT

Bag the wrappers, junk mail, empty bottles and old receipts.

WHY *It is the quickest change you can see, and it makes room.*

3 1 MIN

DISHES OUT

Cups, plates and bowls go to the kitchen in one trip.

WHY *One cup left out is how the next pile starts.*

4 2 MIN

THE GOES-HOME BASKET

Anything that lives in another room goes in the basket.

WHY *You finish this room instead of drifting into the next.*

5 2 MIN

CLEAR THE SURFACES

Clear the table and counters. Put back only what lives there.

WHY *Clear flat spots are what make a room read as tidy.*

6 1 MIN

STRAIGHTEN THE SOFT THINGS

Fold the throws, plump the cushions, square up the rug.

WHY *A minute here makes the whole room look finished.*

7 2 MIN

FLOOR PASS

Pick up what is on the floor, then sweep or vacuum the path.

WHY *Floor last: everything above it has dropped its crumbs by now.*

8 1 MIN

PARK THE BASKET

Set it by the door or the stairs. Empty it on your next trip.

WHY *Everything goes home in one trip, not ten.*

◆ HOW TO USE

Pick the room people use most. Work the steps in order and stop when the timer rings, even mid-step. Tick a ring for each day you do it. A blank day just stays blank.

THIS WEEK

○ M ○ T ○ W ○ T ○ F ○ S ○ S

Room _____

Stop when the timer rings.

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ROOM RESET

TEN-MINUTE



1 Set the timer START
Set it for 10 minutes. Grab a basket and a trash bag.
WHY *A fixed end makes it easy to start, and to stop.*

2 Trash out 1 MIN
Bag the wrappers, junk mail,
empty bottles and old receipts.
WHY *It is the quickest change you can see, and it makes room.*

3 Dishes out 1 MIN
Cups, plates and bowls go to the kitchen in one trip.
WHY *One cup left out is how the next pile starts.*



4 The goes-home basket 2 MIN
Anything that lives in another room goes in the basket.
WHY *You finish this room instead of drifting into the next.*

5 Clear the surfaces 2 MIN
Clear the table and counters.
Put back only what lives there.
WHY *Clear flat spots are what make a room read as tidy.*



6 Straighten the soft things 1 MIN
Fold the throws, plump the cushions, square up the rug.
WHY *A minute here makes the whole room look finished.*

7 Floor pass 2 MIN
Pick up what is on the floor,
then sweep or vacuum the path.
WHY *Floor last: everything above it has dropped its crumbs by now.*



8 Park the basket 1 MIN
Set it by the door or the stairs. Empty it on your next trip.
WHY *Everything goes home in one trip, not ten.*



THIS WEEK

M T W T F S S

ROOM _____

Stop when the timer rings.

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ROOM RESET



TEN-MINUTE



1 Set the timer
Set it for 10 minutes. Grab a basket and a trash bag.
WHY *A fixed end makes it easy to start, and to stop.*

2 Trash out
Bag the wrappers, junk mail,
empty bottles and old receipts.
WHY *It is the quickest change you can see, and it makes room.*



3 Dishes out
Cups, plates and bowls go to the kitchen in one trip.
WHY *One cup left out is how the next pile starts.*

4 The goes-home basket
Anything that lives in another room goes in the basket.
WHY *You finish this room instead of drifting into the next.*

5 Clear the surfaces
Clear the table and counters.
Put back only what lives there.
WHY *Clear flat spots are what make a room read as tidy.*

6 Straighten the soft things
Fold the throws, plump the cushions, square up the rug.
WHY *A minute here makes the whole room look finished.*



7 Floor pass
Pick up what is on the floor,
then sweep or vacuum the path.
WHY *Floor last: everything above it has dropped its crumbs by now.*



8 Park the basket
Set it by the door or the stairs. Empty it on your next trip.
WHY *Everything goes home in one trip, not ten.*

Stop when the timer rings.

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EIGHT MOVES, TEN MINUTES, A MONTH OF RESETS

TEN-MINUTE *Room Reset*

1 START



Set the timer

Set it for 10 minutes. Grab a basket and a trash bag.

2 1 MIN



Trash out

Bag the wrappers, junk mail, empty bottles and old receipts.

3 1 MIN



Dishes out

Cups, plates and bowls go to the kitchen in one trip.

4 2 MIN



The goes-home basket

Anything that lives in another room goes in the basket.

5 2 MIN



Clear the surfaces

Clear the table and counters. Put back only what lives there.

6 1 MIN



Straighten the soft things

Fold the throws, plump the cushions, square up the rug.

7 2 MIN



Floor pass

Pick up what is on the floor, then sweep or vacuum the path.

8 1 MIN



Park the basket

Set it by the door or the stairs. Empty it on your next trip.

◆ HOW TO USE

Pick the room people use most. Work the steps in order and stop when the timer rings, even mid-step. Tick a ring for each day you do it. A blank day just stays blank.

THIS MONTH

	M	T	W	T	F	S	S
Room _____	○	○	○	○	○	○	○
Room _____	○	○	○	○	○	○	○
Room _____	○	○	○	○	○	○	○
Room _____	○	○	○	○	○	○	○
Room _____	○	○	○	○	○	○	○

Stop when the timer rings.

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Ten-Minute ROOM RESET

One room, one timer, eight small moves

1 SET THE TIMER START

Set it for 10 minutes. Grab a basket and a trash bag.

WHY *A fixed end makes it easy to start, and to stop.*

2 TRASH OUT 1 MIN

Bag the wrappers, junk mail, empty bottles and old receipts.

WHY *It is the quickest change you can see, and it makes room.*

3 DISHES OUT 1 MIN

Cups, plates and bowls go to the kitchen in one trip.

WHY *One cup left out is how the next pile starts.*

4 THE GOES-HOME BASKET 2 MIN

Anything that lives in another room goes in the basket.

WHY *You finish this room instead of drifting into the next.*

5 CLEAR THE SURFACES 2 MIN

Clear the table and counters. Put back only what lives there.

WHY *Clear flat spots are what make a room read as tidy.*

6 STRAIGHTEN THE SOFT THINGS 1 MIN

Fold the throws, plump the cushions, square up the rug.

WHY *A minute here makes the whole room look finished.*

7 FLOOR PASS 2 MIN

Pick up what is on the floor, then sweep or vacuum the path.

WHY *Floor last: everything above it has dropped its crumbs by now.*

8 PARK THE BASKET 1 MIN

Set it by the door or the stairs. Empty it on your next trip.

WHY *Everything goes home in one trip, not ten.*

◆ HOW TO USE

Pick the room people use most. Work the steps in order and stop when the timer rings, even mid-step. Tick a ring for each day you do it. A blank day just stays blank.

THIS WEEK

○ M ○ T ○ W ○ T ○ F ○ S ○ S

Room _____

Stop when the timer rings.

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ROOM RESET

TEN-MINUTE



1 **Set the timer** START ☐
Set it for 10 minutes. Grab a basket and a trash bag.

2 **Trash out** 1 MIN ☐
Bag the wrappers, junk mail,
empty bottles and old receipts.

3 **Dishes out** 1 MIN ☐
Cups, plates and bowls go to the kitchen in one trip.

4 **The goes-home basket** 2 MIN ☐
Anything that lives in another room goes in the basket.



5 **Clear the surfaces** 2 MIN ☐
Clear the table and counters.
Put back only what lives there.



6 **Straighten the soft things** 1 MIN ☐
Fold the throws, plump the cushions, square up the rug.

7 **Floor pass** 2 MIN ☐
Pick up what is on the floor,
then sweep or vacuum the path.

8 **Park the basket** 1 MIN ☐
Set it by the door or the stairs. Empty it on your next trip.



HOW TO USE

Pick the room people use most. Work the steps in order and stop when the timer rings, even mid-step. Tick a ring for each day you do it. A blank day just stays blank.

THIS WEEK

M	T	W	T	F	S	S
○	○	○	○	○	○	○

ROOM _____



Stop when the timer rings.

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ROOM RESET

TEN-MINUTE



1 **Set the timer** START
Set it for 10 minutes. Grab a basket and a trash bag.
WHY *A fixed end makes it easy to start, and to stop.*

2 **Trash out** 1 MIN
Bag the wrappers, junk mail,
empty bottles and old receipts.
WHY *It is the quickest change you can see, and it makes room.*



3 **Dishes out** 1 MIN
Cups, plates and bowls go to the kitchen in one trip.
WHY *One cup left out is how the next pile starts.*



4 **The goes-home basket** 2 MIN
Anything that lives in another room goes in the basket.
WHY *You finish this room instead of drifting into the next.*

5 **Clear the surfaces** 2 MIN
Clear the table and counters.
Put back only what lives there.
WHY *Clear flat spots are what make a room read as tidy.*

6 **Straighten the soft things** 1 MIN
Fold the throws, plump the cushions, square up the rug.
WHY *A minute here makes the whole room look finished.*



7 **Floor pass** 2 MIN
Pick up what is on the floor,
then sweep or vacuum the path.
WHY *Floor last: everything above it has dropped its crumbs by now.*



8 **Park the basket** 1 MIN
Set it by the door or the stairs. Empty it on your next trip.
WHY *Everything goes home in one trip, not ten.*

Stop when the timer rings.

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ROOM RESET

TEN-MINUTE



1 **Set the timer** ☐
Set it for 10 minutes. Grab a basket and a trash bag.

2 **Trash out** ☐
Bag the wrappers, junk mail,
empty bottles and old receipts.

3 **Dishes out** ☐
Cups, plates and bowls go to the kitchen in one trip.

4 **The goes-home basket** ☐
Anything that lives in another room goes in the basket.

5 **Clear the surfaces** ☐
Clear the table and counters.
Put back only what lives there.

6 **Straighten the soft things** ☐
Fold the throws, plump the cushions, square up the rug.

7 **Floor pass** ☐
Pick up what is on the floor,
then sweep or vacuum the path.

8 **Park the basket** ☐
Set it by the door or the stairs. Empty it on your next trip.



HOW TO USE

Pick the room people use most. Work the steps in order and stop when the timer rings, even mid-step. Tick a ring for each day you do it. A blank day just stays blank.

THIS WEEK

○ ○ ○ ○ ○ ○ ○
M T W T F S S

ROOM _____



Stop when the timer rings.

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TEN-MINUTE Room Reset

Simple Enough to Repeat

1 START

SET THE TIMER

Set it for 10 minutes. Grab a basket and a trash bag.

2 1 MIN

TRASH OUT

Bag the wrappers, junk mail, empty bottles and old receipts.

3 1 MIN

DISHES OUT

Cups, plates and bowls go to the kitchen in one trip.

4 2 MIN

THE GOES-HOME BASKET

Anything that lives in another room goes in the basket.

5 2 MIN

CLEAR THE SURFACES

Clear the table and counters. Put back only what lives there.

6 1 MIN

STRAIGHTEN THE SOFT THINGS

Fold the throws, plump the cushions, square up the rug.

7 2 MIN

FLOOR PASS

Pick up what is on the floor, then sweep or vacuum the path.

8 1 MIN

PARK THE BASKET

Set it by the door or the stairs. Empty it on your next trip.

HOW TO USE

Pick the room people use most. Work the steps in order and stop when the timer rings, even mid-step. Tick a ring for each day you do it. A blank day just stays blank.

THIS MONTH

	M	T	W	T	F	S	S
Room _____	○	○	○	○	○	○	○
Room _____	○	○	○	○	○	○	○
Room _____	○	○	○	○	○	○	○
Room _____	○	○	○	○	○	○	○
Room _____	○	○	○	○	○	○	○

Stop when the timer rings.

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ROOM RESET

TEN-MINUTE



1 **Set the timer** ☐
Set it for 10 minutes. Grab a basket and a trash bag.
WHY *A fixed end makes it easy to start, and to stop.*

2 **Trash out** ☐
Bag the wrappers, junk mail,
empty bottles and old receipts.
WHY *It is the quickest change you can see, and it makes room.*

3 **Dishes out** ☐
Cups, plates and bowls go to the kitchen in one trip.
WHY *One cup left out is how the next pile starts.*



4 **The goes-home basket** ☐
Anything that lives in another room goes in the basket.
WHY *You finish this room instead of drifting into the next.*



5 **Clear the surfaces** ☐
Clear the table and counters.
Put back only what lives there.
WHY *Clear flat spots are what make a room read as tidy.*

6 **Straighten the soft things** ☐
Fold the throws, plump the cushions, square up the rug.
WHY *A minute here makes the whole room look finished.*

7 **Floor pass** ☐
Pick up what is on the floor,
then sweep or vacuum the path.
WHY *Floor last: everything above it has dropped its crumbs by now.*

8 **Park the basket** ☐
Set it by the door or the stairs. Empty it on your next trip.
WHY *Everything goes home in one trip, not ten.*



THIS WEEK

○ M ○ T ○ W ○ T ○ F ○ S ○ S

ROOM _____



Stop when the timer rings.

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Easy to Start, Easy to Stop
Ten-Minute Room
RESET

1

SET THE TIMER START

Set it for 10 minutes. Grab a basket and a trash bag.

WHY *A fixed end makes it easy to start, and to stop.*



2

TRASH OUT 1 MIN

Bag the wrappers, junk mail, empty bottles and old receipts.

WHY *It is the quickest change you can see, and it makes room.*



3

DISHES OUT 1 MIN

Cups, plates and bowls go to the kitchen in one trip.

WHY *One cup left out is how the next pile starts.*



4

THE GOES-HOME BASKET 2 MIN

Anything that lives in another room goes in the basket.

WHY *You finish this room instead of drifting into the next.*



5

CLEAR THE SURFACES 2 MIN

Clear the table and counters. Put back only what lives there.

WHY *Clear flat spots are what make a room read as tidy.*



6

STRAIGHTEN THE SOFT THINGS 1 MIN

Fold the throws, plump the cushions, square up the rug.

WHY *A minute here makes the whole room look finished.*



7

FLOOR PASS 2 MIN

Pick up what is on the floor, then sweep or vacuum the path.

WHY *Floor last: everything above it has dropped its crumbs by now.*



8

PARK THE BASKET 1 MIN

Set it by the door or the stairs. Empty it on your next trip.

WHY *Everything goes home in one trip, not ten.*



HOW TO USE

Pick the room people use most. Work the steps in order and stop when the timer rings, even mid-step. Tick a ring for each day you do it. A blank day just stays blank.

THIS WEEK

M	T	W	T	F	S	S
○	○	○	○	○	○	○

Room _____

STOP WHEN THE TIMER RINGS.

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Ten-Minute

ROOM RESET

Stop when the timer rings.

Cups Out, Cushions Plumped

1 

Set the timer START

→ Set it for 10 minutes. Grab a basket and a trash bag.

2 

Trash out 1 MIN

→ Bag the wrappers, junk mail, empty bottles and old receipts.

3 

Dishes out 1 MIN

→ Cups, plates and bowls go to the kitchen in one trip.

4 

The goes-home basket 2 MIN

→ Anything that lives in another room goes in the basket.

5 

Clear the surfaces 2 MIN

→ Clear the table and counters. Put back only what lives there.

6 

Straighten the soft things 1 MIN

→ Fold the throws, plump the cushions, square up the rug.

7 

Floor pass 2 MIN

→ Pick up what is on the floor, then sweep or vacuum the path.

8 

Park the basket 1 MIN

→ Set it by the door or the stairs. Empty it on your next trip.

HOW TO USE

Pick the room people use most. Work the steps in order and stop when the timer rings, even mid-step. Tick a ring for each day you do it. A blank day just stays blank.

THIS WEEK

○ M ○ T ○ W ○ T ○ F ○ S ○ S

Room _____

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ONE ROOM, ONE TIMER, EIGHT SMALL MOVES

TEN-MINUTE ROOM RESET

1 SET THE TIMER START

Set it for 10 minutes. Grab a basket and a trash bag.



2 TRASH OUT 1 MIN

Bag the wrappers, junk mail, empty bottles and old receipts.



3 DISHES OUT 1 MIN

Cups, plates and bowls go to the kitchen in one trip.



4 THE GOES-HOME BASKET 2 MIN

Anything that lives in another room goes in the basket.



5 CLEAR THE SURFACES 2 MIN

Clear the table and counters. Put back only what lives there.



6 STRAIGHTEN THE SOFT THINGS 1 MIN

Fold the throws, plump the cushions, square up the rug.



7 FLOOR PASS 2 MIN

Pick up what is on the floor, then sweep or vacuum the path.



8 PARK THE BASKET 1 MIN

Set it by the door or the stairs. Empty it on your next trip.



HOW TO USE

Pick the room people use most. Work the steps in order and stop when the timer rings, even mid-step. Tick a ring for each day you do it. A blank day just stays blank.

THIS WEEK

○ M ○ T ○ W ○ T ○ F ○ S ○ S

Room _____

Stop when the timer rings.

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ONE ROOM, ONE TIMER, EIGHT SMALL MOVES

TEN-MINUTE ROOM RESET

1 SET THE TIMER (START)

Set it for 10 minutes. Grab a basket and a trash bag.

WHY *A fixed end makes it easy to start, and to stop.*



2 TRASH OUT (1 MIN)

Bag the wrappers, junk mail, empty bottles and old receipts.

WHY *It is the quickest change you can see, and it makes room.*



3 DISHES OUT (1 MIN)

Cups, plates and bowls go to the kitchen in one trip.

WHY *One cup left out is how the next pile starts.*



4 THE GOES-HOME BASKET (2 MIN)

Anything that lives in another room goes in the basket.

WHY *You finish this room instead of drifting into the next.*



5 CLEAR THE SURFACES (2 MIN)

Clear the table and counters. Put back only what lives there.

WHY *Clear flat spots are what make a room read as tidy.*



6 STRAIGHTEN THE SOFT THINGS (1 MIN)

Fold the throws, plump the cushions, square up the rug.

WHY *A minute here makes the whole room look finished.*



7 FLOOR PASS (2 MIN)

Pick up what is on the floor, then sweep or vacuum the path.

WHY *Floor last: everything above it has dropped its crumbs by now.*



8 PARK THE BASKET (1 MIN)

Set it by the door or the stairs. Empty it on your next trip.

WHY *Everything goes home in one trip, not ten.*



HOW TO USE

Pick the room people use most. Work the steps in order and stop when the timer rings, even mid-step. Tick a ring for each day you do it. A blank day just stays blank.

THIS WEEK

○ M ○ T ○ W ○ T ○ F ○ S ○ S

Room _____

Stop when the timer rings.

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