



The 1-Page *Small-Space Reset*

Set a 20-minute timer, pick one zone, and work through four short rounds. Stop when the timer ends. Momentum beats perfection.

MIN 0-5

Remove

Trash, dishes, laundry and anything that belongs in another room.

MIN 5-10

Group

Put like with like. Spot duplicates and things without a home.

MIN 10-15

Clear

Clear one surface. Put back only what is used there daily.

MIN 15-20

Improve

Make one system easier: move it, label it, or lower it.

Room-by-room quick wins

KITCHEN

- ☐ Clear the main prep area
- ☐ Mugs next to the kettle
- ☐ Tall shelf? Split it with a riser
- ☐ Deep corner? Add a turntable

CLOSET

- ☐ Move off-season clothes out
- ☐ Group clothes by routine
- ☐ Match hangers to save rail space
- ☐ Use the back of the door

BATHROOM

- ☐ Daily items in one tray
- ☐ Use the space over the toilet
- ☐ Bottles off the tub edge
- ☐ Check under the sink for leaks

DESK

- ☐ Clear the center of the desk
- ☐ Route cables in one path
- ☐ Screen near eye level
- ☐ 2-minute end-of-day reset

ENTRYWAY

- ☐ One spot for keys
- ☐ Limit shoes by the door
- ☐ One hook for the daily bag
- ☐ Keep the walking path clear

HABITS

- ☐ One-minute kitchen reset
- ☐ Empty the catchall tray weekly
- ☐ One in, one out
- ☐ Buy only for a measured problem

Measure before you buy

Space	Width	Depth	Height	Notes (pipes, hinges, door swing)