# Speed-Cleaning for Busy People

This playbook provides a series of time-efficient cleaning techniques designed for individuals with busy lifestyles. It focuses on maintaining cleanliness and organization in the home with minimal effort.

### Step 1: Preparation

Gather all cleaning tools and supplies in a caddy or basket for easy transport throughout the home.

### Step 2: Declutter

Spend 5-10 minutes decluttering each room, removing items that do not belong and quickly organizing surfaces.

### Step 3: Dust Surfaces

Using a microfiber cloth or duster, quickly dust accessible surfaces and objects, working from top to bottom.

### Step 4: Spot Clean

Address visible spots on glass, mirrors, and furniture with an all-purpose cleaner and cloth.

### Step 5: Vacuum/Sweep

Vacuum carpets and rugs, sweep and mop hard floors, focusing on high-traffic areas and visible dirt.

### Step 6: Trash Management

Empty all trash bins into a central trash bag, replace liners, and take the trash out to the appropriate disposal area.

### Step 7: Zone Cleaning

Pick one zone each time for a detailed clean, rotating zones each cleaning session to maintain overall cleanliness.

### Step 8: Final Touches

Straighten cushions, fold throws, and ensure everything is in its place before ending the session.

## General Notes

### Regular Schedule

To keep your cleaning efforts efficient, establish and stick to a regular cleaning schedule.

### Multi-Tasking

Where possible, multitask during cleaning. For instance, clean the bathroom while soaking in tub cleaner.

### Maintenance Mindset

Adopt a 'clean as you go' mindset to minimize the need for longer cleaning sessions.