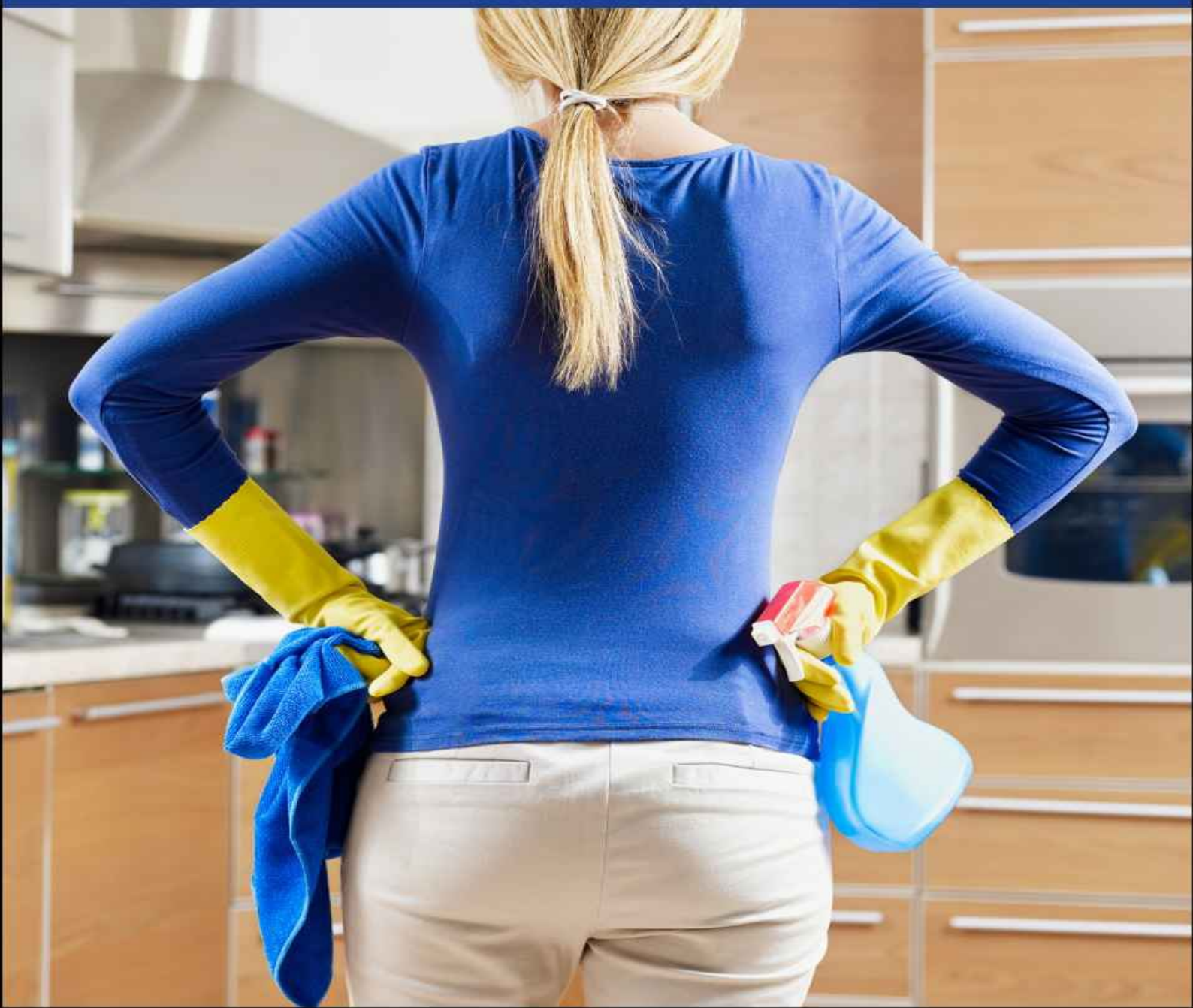


# Secrets To Cleaning Your House In 25 Minutes

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*How To Organize Your Home, Clean  
And Keep Your Home Spotless*



# **Secrets To Cleaning Your House In 25 Minutes**

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## Introduction

I want to thank you and congratulate you for downloading the book, “Secrets to Cleaning Your House in 25 Minutes”.

This book contains proven steps and strategies on how organize your home, clean and keep it spotless.

### Book description

Have you ever wondered whether there is one best way of cleaning your house to attain results within the shortest time possible? Would life be better if you could clean the entire house in less than 30 minutes; actually shorter than the time that you might take to prepare to go to work? It is actually possible to clean your house in a record 25 minutes and still attain spotless clean outcome from your cleaning exercise. This book discusses the strategies and decisions that you can implement to get to a level of starting to clean your house in just 25 minutes.

Thanks again for downloading this book, I hope you enjoy it!

## **The Dilemma Of Having A Clean House**

Cleaning your house could be one of the most time-consuming activities that you have to do especially when you have a big cluttered house. However, have you ever wondered how smooth life would be if you kept the house tidy in a bid to make cleaning much easier for you or your house cleaner besides making it more presentable and organized? This question lingers in the minds of many people. Think of it this way, if you can clean your house in significantly lesser time, it would be possible to clean it more often and keep it sparkling clean. This is easier said than done since it needs thorough preparation and effort to organize stuff within the house in a bid to make cleaning a lot easier. You also have to maintain high level of cleanliness in the house to even think of cleaning the house in less than an hour! I'll be very honest, if your house is too cluttered, achieving a 25 minute spotless clean outcome is going to be next to impossible; unless members of the house are taking part. A lot needs to be done to attain this goal.

## **Where do you start?**

Being organized is the first step to attaining the cleanliness that many people around the world only dream of. You need to start by having everything in the right place if you don't want to spend too much time organizing stuff around the house so that you can dedicate your cleaning time to actual cleaning. A 25 minute cleanup is the type of cleaning you do when you come home from work or when going to work or what you do when expecting guests; you might not have all the time in the world to thorough clean everything, which means your speed is of importance. In any 25-minute cleaning exercise, you have to keep in mind that you ought to get rid of trash, things that don't belong in a certain room and what doesn't belong in a certain area of a room. Using this simple yet effective categorization of how to categorize your cleaning can help you get everything done in a record 25 minutes without leaving anything untidy. You will even feel more comfortable doing the cleaning work in future when you are confident about cleaning the house within a shorter time. The more of the 25 minute cleanups you do, the more you master your strengths and weaknesses, which means you can improve on anything to make cleaning faster and more effective.

Here is how you can attain easy 25-minute cleanups through being organized:

### **Put laundry in the right places**

Having both dirty and clean laundry all over the house could make it hard for you to clean your house; even if you have a house cleaner. Even if you have kids, you don't have any excuse for that. You can start with having separate laundry baskets for clean and dirty laundry and ensure everyone knows where to keep his or her laundry in the house; don't get into the habit of picking up after people's mess since this can waste a lot of your valuable time.

### **Space savers**

Acquiring space savers could start your journey towards having a neatly organized house. You might want to start keeping some of the stuff in boxes, trays and other bags in a bin to get rid of all the clutter. The more items you have lying around your house, the harder it would be to clean the house. When you have all loose items nicely arranged in a box or tray, the effect is a smooth cleaning time; you won't have too many items you will be forced to move from one place to another because they don't belong.

### **Put everything where it belongs**

Not having things in their rightful places translates to clutter and total mess that you have to deal with before beginning your cleaning job. In essence, you will take more time trying to get everything in its right place than the time you take when doing the actual cleaning job. Clutter could be classed into 3 broad categories namely trash,

things that are not supposed to be in a certain room and those that are not supposed to be in a certain area within the room. Although the time it takes to move a single item from one place to another could almost be negligible, having to move so many items could waste too much time unnecessarily. If you find yourself looking for lost keys, lost roll-ons and other important items in your house, something is wrong. You need to set specific areas for keeping specific items; if something doesn't belong somewhere, make an effort of moving it now, not later. Some people have developed the habit of going to any room with something and leaving with something. Basically, you take what belongs to a certain area of your house in and take out what isn't supposed to be there out.

### **Start small**

You might think that nurturing the culture of keeping clutter away is going to be instant. However, this is not always true. Learn to declutter small areas first before advancing to the larger areas. It can be your cupboard, your kitchen shelves, your bedroom, your bathroom or any other place that could have clutter. Get rid of anything that isn't needed in the specific area; succeeding in decluttering the small areas will give you greater motivation to want to try decluttering larger areas thus enabling you to achieve greater success. Just like it takes time for clutter to build up in your house, so should you start your decluttering efforts; don't try to do everything in one day but instead work towards attaining a clutter free house over time.

### **Involve everyone but take the lead**

Change starts with just one person. In a household setting, clutter could accumulate due to various reasons including kids playing and adults acting irresponsibly. Although you might really be for the idea of involving everyone in the decluttering process, you need to have the initiative to start for everyone to follow; you will be the one setting the rules on how everything needs to be done. This will enable you nurture responsibility in kids and adults within your household thus ultimately resulting to a clutter free house. You will need to come up with a decluttering schedule to ensure you achieve your goals of having a clutter free house. A schedule will help you develop a habit of doing away with clutter whenever you notice it and is more effective than one-off decluttering activity.

### **Keep your kitchen clean**

Having dirty dishes could hamper your dream of attaining your desired cleanliness within 25 minutes; you don't want to take all the time getting the dishes cleaned when you still have the rest of the house to clean. Cleaning the dishes after every meal does the trick; through this, you won't have to worry about overly accumulated utensils in

the kitchen sink, which makes it impossible to clean the entire place within your expected 25 minutes. Leaving the utensils to accumulate will only make cleaning them and the house time consuming. When you have everything in place, it would be far much easier to do the 25-minute fast cleans and still be certain about attaining your desired cleanliness level.

### **Nurture the habit of putting things where they belong**

You need to start appreciating the value of having everything where it belongs. This means knowing how to return stuff to the right places; if you take something from where it is ordinarily supposed to be, return it. Start cultivating this habit in everyone since this will help you keep clutter in check.

### **Wipe the sink and faucet after use**

Many people are likely to want to just use the sink and not wipe it simply because they want to let the dirt to accumulate for a while before doing the cleaning. Although the sink may seem clean after splashing water, accumulating stains could make the place unattractive thus the need to dry off the water. This can prove very challenging especially if you want to get to a level of being able to clean the entire house within a short time.

### **Get rid of the clutter magnets**

Having certain items in certain parts of the house could attract unnecessary clutter no matter how often you declutter. Some of the common clutter magnets include tables or seats that are strategically located in places that make them clutter magnets where some or all members of the household dump items that are not supposed to be there. You need to put such items in the right places; if you don't have enough space to put them somewhere else, you might want to give it out to get some more space. You won't see anyone else dumping items everywhere when you get rid of those items that attract clutter in certain parts of the house.

### **Vacuum clean the floor regularly**

If you have pets, it is recommended that you vacuum clean your floor daily to get rid of pet hair from the carpet. Carpet fibers are known to be pet hair magnets that must be cleaned to avoid spread of airborne diseases. Doing this regularly will minimize the effort you have to put in doing thorough 25 minute cleans given that pet hair is unlikely to have accumulated to critical levels.

### **Get the right tools**

Get yourself some professional cleaning tools for the job if you don't want to take all the time dusting, wiping and cleaning different surfaces around the house. Have you ever seen professional cleaners going to their cleaning job with a cheap rug and cheap cleaning supplies? They do so for a reason; because it is easier to get the job

done and with lesser effort when you have the right tools for the job. Investing in the right tools will not only make work easier for you, it will also enable you to clean your house thoroughly in a record time. You also need to tote all your cleaning tools to ensure you don't waste time locating them whenever doing the cleaning job. The one or two minutes you waste going down the hall to get such items like a toilet brush, cleaning towels and other cleaning supplies could really translate to major delays in your cleaning process. You shouldn't start to locate where the vacuum cleaner is when you want to start the cleaning job since this can take too much time. Instead, tote all cleaning tools together to ensure you can locate them with ease.

### **Redirect your energies and stay motivated**

So many things in the house can make you distracted while going on with your cleaning chores including a TV show and a new book you just found stashed beneath the sofa. If you want to clean in 25 minutes, you might want to get the right motivation to stay focused on the job; in any case, you wouldn't expect your professional cleaner to be seated watching TV or reading something in the middle of the job. If you want to really keep your house clean, nurture the habit of focusing on the job and forget about anything else. You will be amazed by how fast you can be in finishing the cleaning chores in a record time when you don't have anything distracting you.

### **More hands means more work per minute**

Getting help in your cleaning job can be very helpful in enabling you get the job done quite fast. Like the saying goes, two are better than one! If you are in a family setting, get as many people as possible in cleaning, wiping or decluttering different parts. Toddlers could even be very helpful in moving some stuff to different parts of the house; just don't overwork them! In fact, getting everyone involved in the house cleaning job will make them want to be responsible about keeping it clean given that they know the effort that it took to have different parts cleaned up. This nurtures a sense of responsibility in everyone such that they wouldn't want to leave clutter everywhere.

This applies to the actual cleaning; trying to clean with both hands will enable you to clean a larger area within a shorter time. For instance, you could have one hand with a clean towel following the other to wipe all the dirt. Learn from what the experts are doing; you certainly won't see anyone of them with an idle hand. By keeping both hands busy, you won't have to do another round of wiping to attain the level of cleanliness you want to achieve within 25 minutes.

### **Simplify your cleaning supplies**

Although you might want to have as many cleaning supplies to clean different surfaces around the house, these could actually derail you in your cleaning job. The fewer the cleaning products you have on the cleaning tote, the more time you will

save in your cleaning chores given that you won't waste too much time switching between different products. Essentially, you will need a tile cleaner, a powered abrasive cleanser, light-duty evaporating cleaner for cleaning glass or a multi surface cleaner and a heavy-duty degreasing cleaner. Always remember, the more clutter you have in your tote, the more time you will take to clean the house since a lot of time is wasted in switching between the cleaning supplies.

### **Watch what you wear**

Professional cleaners dress in certain clothes for some reason. If you want to clean like a pro within the 25 minutes, you have to be properly dressed. What you wear should be comfortable and easy to wash. You should also get shoes that won't slip to guarantee your safety and kneepads to make squatting comfortable for you. Such items like goggles and gloves could also make your work considerably easier since you won't have to worry about something harmful affecting vital body organs due to irritation. You will find it easier to wash the house when you have all the necessary washing gear in your tote.

## **How to achieve 25-minute cleanups with ease**

For someone looking for an effective way to get rid of dust, dirt and germs from various parts of his/her house, knowing the places to clean in the 25-minute cleanups could also prove to be very helpful. Here is how you can do your quick 25 minute cleans for the entire house. You might want to have a timer that tells you when you should move over to the next room to ensure you stay on schedule. You don't want to take too much time cleaning one room and not have enough time to clean another. You also don't want to be distracted by phone calls, emails, children or pets while cleaning.

### **Step 1: Come up with a plan on where you want to clean**

In any 25-minute cleanup exercise, planning is essential; you don't want to start without knowing which rooms to clean, which surfaces to clean and what to leave out for another day. It is almost impossible to thorough clean every part of your house in just 25 minutes; in many occasions, the surfaces you clean will be dependent on what your needs at the time are. You also have to put into consideration the size of your house; obviously, you might clean every room in a one bedroom house within 25 minutes but quite hard to do the same if you are cleaning a 5 bedroom house (unless you ask for help). The rooms should come in the order of priority with each room allocated a certain time. Knowing what to clean and where to clean will help you stop wasting your time cleaning rooms/ areas unnecessarily. For instance, if you are inviting guests over to your house, such places like the bathroom, the toilet, the kitchen and the guest bedrooms will need to be clean. Therefore, your cleaning exercise should be inclined towards cleaning these specific areas of the house.

### **Step 2: Get rid of the clutter**

If you have been having a habit of putting away all clutter, this will be a quick round of collecting toys and other loose items lying around the surface to make your cleaning work much easier. You really don't expect a professional cleaner to be cleaning the counters, floors, furniture, walls and appliances and push all clutter on one side! The same applies to you; try to pick up anything that could derail you in your job before you can begin cleaning. Ensure every movement counts; otherwise, you might waste too much time. You can have every movement count by taking something with you from every room and leaving with something when decluttering. Additionally, you will need to learn how to perform quick tasks in between your movements including wiping the mirror, scrubbing the sink or wiping polish fixtures as you try to take your space in the bathroom. In simple terms, try to clean every surface on your way; don't just move from one end of the hall to the other without doing something. These could really save you a lot time, which could translate to fast completion of all the cleaning work. Therefore, you might want to carry around the

towels to wipe different surfaces as you move in and out of different rooms. To save on time, carry around a basket to keep stray items, which you distribute to their respective rooms when doing the cleaning work; this will minimize your movements and maximize your productivity or effectiveness.

### **Step 3-Open the windows**

Your house can get too stuffy if you don't open the windows often. This could pose the danger of respiratory disease infestation that could have severe consequences on members of the household. Before your 25-minutes cleaning exercise, you need to open up the windows to let some fresh air in. You can be sure that there will be no stuffiness by the time you are done cleaning the rest of the house. Remember to make every move count by having such items like towels, which you clean or wipe different surfaces as you move from one window to the next. You should set a timer to make it easy to measure your progress and estimate how well you are doing.

### **Step 4-Do some quick dusting**

You can use a microfiber cloth to wipe out all the dirt within eye level. It is advisable to clean the top surfaces first before cleaning the floor; to minimize your movements and ensure that every move counts, move from one end to the other cleaning everything to ensure you don't have to pass the same area twice. Keeping your movements low by moving from one area to the other having cleaned everything behind you always helps in saving time; this explains why it is always good to tote your tools and have minimal cleaning supplies to make it easy to move with everything all at once. You should dust tabletops, doorknobs and any other parts that will catch anyone's eye when moving to different parts of the house. You don't want anyone noticing fingerprints and nose marks on any part of your house whether you have pets or not. You should not forget to dust the TV; this is where everyone will be seeing so it better be sparkling clean. A dusty TV, entertainment console, power cables or the TV stand speaks a lot about the cleanliness of your house; so get these surfaces cleaned up to save yourself the embarrassment you have to go through when people start asking you to wash their hands or wipe their clothes after getting into contact with these places!

As you do the dusting, you should combine your efforts with picking up any pet hair and particles of dirt from your carpet and other surfaces around the house. I usually recommend swiffers if you really are short on time to vacuum the entire house to the level of cleanliness you want to achieve. This will be perfect if you have been cleaning off the pet hair from your house frequently. You need to have all these "minute tasks" in your cleaning schedule to ensure you don't skip anything; you will definitely find it easy to manage your cleaning time. Some of these shouldn't take you more than a minute if you have all the cleaning tools and supplies with you wherever you go; you will also be amazed by how quick you can get everything done when you

learn how to keep all your hands busy during the cleaning process. It might also help greatly when you have someone helping you get some of these things done; no matter how small a contribution the other party makes, you will certainly find it easy to get everything sparkling clean in a matter of minutes.

### **Step 5-Straighten up**

As you dust and wipe the TV area, straighten everything within the area to ensure everything in that area is clean before moving on to the next part of the house. If you are expecting guests in your living area, having this region done fast can give you some comfort that they will find it ready even if you are not yet done with cleaning the rest of the house. You should fold throw blankets and fluff pillows to ensure nothing within the living room is in disarray. This will make the place look presentable even before you can clean the floor. Ensure that you do the floors real quick to leave it clean before moving on to the next room. Before you leave, spraying some air freshener wouldn't be a bad idea to let it to spread and fade away such that your guests don't have to know that you just sprayed air freshener before they walked in. This will also ensure that those with sensitive respiratory systems like those who suffer from asthma and allergies don't experience any problems due to the strong scent of the air freshener.

### **Step 6-Head to the washrooms**

Some guests have a tendency of heading to the washrooms immediately they walk into your house. This place has to be sparkling clean before anyone else walks in there. Keep the rule of thumb; don't just do nothing by heading straight into the bathroom. Instead, clean the sink, the mirror and the adjacent surfaces before actually entering the washrooms. You can even wet the surfaces while passing by to loosen up the stains and move on to do something else. It would be easier to remove these stains after you are done with the other cleaning task. The more tasks you can do on your way to a certain room, the more time you save since you don't have to make the same movements twice.

The washroom sink, the mirror and the adjacent surfaces are magnets of dirt and other germs. You need to clean the mirrors, remove any accumulated splash spots and toothpaste splashes to produce the spotless clean surface you always want to achieve; this should be quite easy if you have been wiping the sink with a towel whenever you use the sink. You will also have to remove of any accumulated clutter within the bathroom counter and put it in the right place. If something doesn't belong within the bathroom, keep it in the basket so that you can move it to its right place when you move to clean that part of the house. For trash, ensure you have a trashcan with you to minimize your movements and maximize the effectiveness of every move.

Try to scrub the surface of the bathroom or toilet floor to get rid of any accumulated grease and other dirt. Wipe behind the bathroom and toilet doors; people see these

places when using the washrooms so you need to keep them clean. Don't forget to wipe down the toilet seat since people are likely to see any dirt when they walk in to these rooms; you should already have cleaned the inside! Remember to restock washroom supplies to ensure everyone is comfortable; you don't want people to be asking for help because of being disorganized. If you already have them in the washrooms, put each one of them in its right place.

You will also have to replace any dirty towels in the sink with clean ones to ensure people feel comfortable using such towels; people will feel uncomfortable using stained or dirty hand towels to dry their hands after washing. Leave the place smelling fresh by spraying your preferred bathroom air freshener. Alternatively, you can light your preferred scented candles to give the washrooms a fresh unique feel for everyone to enjoy.

### **Step 7-Clean the kitchen**

Although not all guests will come to the kitchen, having it cleaned can save you embarrassments if anyone walks by when the door is open. You don't want to have a clean living room and bathroom only to have a filthy kitchen; you don't want your guests to have a bad attitude towards your housekeeping skills. Some might even think you have twisted priorities! You can start with wiping the counters, the faucets, the sink and anything else within the kitchen such as fridge/freezer top to ensure the area looks clean. Dust-free kitchen surfaces speak volumes about your ability to keep your house in order. Shiny faucets will also tell a lot about your kitchen; they shouldn't have water spots or stains. You should have had your utensils clean for you to clean the sinks and faucets; adopting a strict policy of cleaning utensils immediately after use will do the trick. If you have been decluttering your kitchen regularly, it shouldn't be hard to clean every part of your kitchen within few minutes. Ensure you don't have stains of food/drink spills on your cooker and counters by wiping these surfaces with your cleaning towel. It would be quite easy to clean all these surfaces when you use both hands and when you enlist help of another member of your household; it could be a family member or a roommate. The more stuff you keep underneath the counter, the more spacious your kitchen will look while giving it a fairly attractive look. When you are done cleaning the top surfaces, do the floor on your way out. You should leave any items you are still carrying that were supposed to be kept in the kitchen.

### **Step 8 –Clean the bedrooms**

If your guests are going to spend the night, make sure that their bedrooms are spotless clean within the 25 minutes. You will need to wipe all the accumulated dust on doorknobs, the bedside tables, windowsills and any books within such areas to ensure everything is spotless clean. Since decluttering is part of every cleaning exercise, it is obvious that you will need to declutter first before cleaning the floor. If

you have any clothes on the bed, move them somewhere else or fold them to leave the place clean. You should also not forget to make the bed and ensure that it is free from any dust. Having someone to help you get rid of dust from the beddings will be a great idea. Wet any surfaces that have stubborn stains as you finish up with the other cleaning chores; it will be easier to clean when the stains have already soaked or dissolved thus saving you valuable time. If you are still carrying anything that should be in the guest bedrooms, leave it at its right place. You should clean the floor on your way out and spray your preferred air freshener as well.

If you still have some time left, clean your bedroom as well and follow the tips given in cleaning the guest bedrooms; you also deserve the best!

### **Step 9-Clean the corridors**

Once the living room, the washrooms, the kitchen and the bedrooms are clean, pass by any corridors you haven't cleaned (by using the policy of minimizing your movements you should already have cleaned most of the corridors) and clean them. Spray air freshener on every area you clean to eliminate the need to do the job later since this takes your valuable time.

### **Step 10-Do any “extra rooms”**

If your schedule still has some more time left for you to do a quick clean of any other rooms in your house such as the storeroom, it wouldn't be a bad idea to have it cleaned. Simple wiping of easy to notice surfaces should do the trick.

Tip: Leave everything ready for the next 25 minute cleanup exercise

Once you are done, it is time to get everything (your cleaning tools and supplies) to their right places. You need to have a specific area within the house where everyone knows where you keep such items. This will make it easy to locate them for any future cleaning exercises. It will also ensure there is minimal clutter since everyone knows where to return anything they use for cleaning. Members of the household who have been involved in the cleaning exercise will also be enthusiastic about keeping it clean.

## Conclusion

Cleaning your house in 25 minutes will require proper planning to ensure every task is allocated enough time to effective completion; you shouldn't take more than 3 minutes cleaning a particular area otherwise you will be late. You need to come up with a workable plan to ensure that everything you are going to do is included in the cleaning exercise. The priority areas will mostly be determined by what you expect to achieve. For instance, if you want to clean the house before guests arrive, the areas discussed here could be your target points. However, the steps on where you should clean at what stage will be dependent on the layout of your house; it would definitely be a waste of time to move from one end of the house to clean the kitchen simply because this guide has suggested so. You should clean from one end of the house to the other while ensuring that you clean every room before moving to the next region. This will ensure that all your movements count.

Thank you again for downloading this book!

I hope this book was able to help you organize your home, clean and keep it spotless.

The next step is to act on it; come up with a plan to clean your house in 25 minutes.

Finally, if you enjoyed this book, please take the time to share your thoughts and post a review on Amazon. It'd be greatly appreciated!

Thank you and good luck!