

HELPFUL HINTS

How To Clean Smarter, Not Harder

by Donna Smallin

(NAPSA)—For many people, cleaning can be an overwhelming task, and with today's busy lifestyle, people have less time to devote to maintaining a clean home. Fortunately, with a little strategy, you can clean your house faster, leaving yourself time for more enjoyable things. Here are some tips for cleaning smarter, not harder:

First, set goals—determine what really needs to be done now. Then, schedule cleaning time in 15-30 minute blocks and tackle one project at a time.

Before you start, walk through your home and remove clutter from floors, counters, coffee tables and other horizontal surfaces. Begin cleaning in high-traffic areas where you can make a big impact, such as bathrooms, and when cleaning each room, do so from top to bottom—ceilings first and floors last.

Make sure you have the proper tools and supplies and gather them in a bucket or caddy so you have everything you need in one place. Also, invest in a couple of microfiber cloths for streak-free, lint-free cleaning of hard surfaces.

When possible, use products that do the work for you. For example, try the Kaboom continuous toilet cleaning system in your bathroom—after an easy installation, it takes away the worry and work from toilet cleaning for up to three months, leaving one less job for you.

If you are really tight on time, hire out certain jobs, such as car-



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pet and window cleaning. Professionals can generally do the job better and faster than we can. Also, don't waste time doing things like washing walls if all you really need to do is spot clean marks. Finally, assign tasks to family members to get everyone involved and the job done faster.

When all is said and done, don't forget to reward yourself for completing each project. This helps you keep your sanity and gives you the motivation to keep going.

A nationally recognized cleaning expert and organizing strategist, Donna Smallin's books have sold more than 600,000 copies worldwide. For more information, check out Donna's new book, "The One-Minute Cleaner," or visit www.unclutter.com or www.kaboomkaboom.com.