PRASAD HOME IDEAS

Free Printable Planner

From the blog at prasadkhabar.com



The Complete Home Reset Planner

A room-by-room system to declutter, organize and keep tidy — made for small homes

What's Inside

- How to use the planner + the 5 Reset Rules
- Room-by-room checklists: kitchen to entryway
- The 7-Day Reset Plan, day by day
- A 15-Minute Daily Reset that keeps it done
- Notes pages to make the system your own

Print it, work through it at your pace, and repeat each season.

How to Use This Planner

This planner turns a whole-home reset into a set of small, finishable jobs. No marathon weekends, no buying a cart of organizers first — just one room, one list, one tick at a time.

- ☐ Work through one room checklist at a time. Tick each box as you finish — small wins keep you going.
- ☐ Short on time? Skip to page 7 and follow the 7-Day Reset Plan instead — one focus per day.
- ☐ You do not need new organizers. Start with the boxes, bins and baskets you already own.
- ☐ Keep this planner on the fridge or inside a cabinet door, where you will actually see it.
- ☐ A reset is maintenance, not a one-off event. Run the checklists again each season.

The 5 Reset Rules

1. Everything has a home.
If an item has no home, it becomes clutter. Give it one — or let it go.

2. One in, one out.
Every new thing that comes in replaces something that goes out.

3. Finish one zone first.
One finished drawer beats five half-done rooms, every time.

4. Weekly use = easy reach.
Things you use every week live at arm's height. The rest goes up, down or out.

5. Reset nightly, briefly.
Ten calm minutes each night beats a whole weekend of catching up.

Kitchen Checklist

- ☐ Clear the counters fully — put back only daily-use items
- ☐ Give every item one home; no 'miscellaneous' spots
- ☐ Group cabinets: cooking, baking, food, dishes
- ☐ Move rarely used appliances off the counter
- ☐ Add a tiered shelf or riser inside one cabinet
- ☐ Use cabinet-door insides: hooks or slim racks
- ☐ Decant dry goods into clear, labeled containers
- ☐ Toss expired food from the pantry and fridge
- ☐ Fridge: oldest food to the front, like with like
- ☐ Under the sink: one caddy for cleaning supplies
- ☐ Add drawer dividers for cutlery and utensils
- ☐ Hang measuring cups and tools on hooks or a rail
- ☐ One small tray by the sink for soap and sponge
- ☐ Wipe handles, switches and the fridge door

Small-Kitchen Tip

- Counter space is storage too — guard it.
- If it is not used weekly, it does not live out.

Bathroom Checklist

- ☐ Toss expired medicines and old cosmetics safely
- ☐ Keep only daily products out on the counter
- ☐ One basket or caddy per person for toiletries
- ☐ Use the wall: shelves or hooks above the toilet
- ☐ Add a slim rolling cart if the floor allows it
- ☐ Under the sink: stackable bins, nothing loose
- ☐ Two towels per person in use — store the rest
- ☐ Hang towels on hooks to dry between uses
- ☐ Shower: one hanging caddy, no bottles on the floor
- ☐ Sort products into labeled baskets: face, hair, body
- ☐ Keep cleaning supplies together in one small caddy
- ☐ Wipe the mirror, taps and sink until they shine
- ☐ Restock: soap, a spare roll, a clean hand towel

Small-Bathroom Tip

- Walls and doors are free storage — use them.
- One product in use, one spare. No stockpiles.

THE COMPLETE HOME RESET PLANNER

Bedroom & Closet Checklist

- ☐ Donate clothes not worn in the last 12 months
- ☐ One in, one out — starting today, no exceptions
- ☐ Keep two sheet sets per bed; donate the extras
- ☐ Fold or roll drawer clothes so everything shows
- ☐ Use under-bed boxes for off-season clothes
- ☐ Switch to slim hangers — they free real space
- ☐ Hang clothes by category, then by color
- ☐ Use the closet door: hooks or a shoe organizer
- ☐ One shelf or bin for bags, belts and accessories
- ☐ Bedside table: only tonight's things on top
- ☐ Clear the clothes chair — hang it or hamper it
- ☐ Laundry hamper with a lid, in one corner
- ☐ Shoes: one rack, only pairs you actually wear
- ☐ Make the bed — it resets the whole room

Small-Bedroom Tip

- The floor is not a shelf. Everything up or away.
- A made bed makes the whole room feel reset.

Living Room & Entryway Checklist

- ☐ Clear every flat surface: mantel, tables, shelves
- ☐ One basket for remotes, chargers and small clutter
- ☐ Corral cables: one power strip, ties, no floor nests
- ☐ Books and magazines: keep favorites, donate rest
- ☐ One lidded basket for throws and extra cushions
- ☐ Entry hooks: one coat and one bag per person
- ☐ Shoes at the door: one pair per person, no more
- ☐ A tray or bowl for keys, mail and sunglasses
- ☐ One donation bag by the door — fill it this week
- ☐ Sort mail the day it arrives; no paper piles
- ☐ A lidded basket if toys live in this room
- ☐ Dust shelves, remotes and light switches
- ☐ Vacuum under furniture and along the edges
- ☐ Reset the room before bed — five minutes nightly

Entryway Tip

- The entry sets the tone for the whole home.
- One bag by the door keeps donations moving.

The 7-Day Reset Plan

One focus per day, about an hour each. Use the room checklists on pages 3–6 as your task lists.

DAY	FOCUS	WHAT TO DO
Day 1	**Kitchen surfaces**	Counters and sink only — clear, wipe, put back less.
Day 2	**Kitchen storage**	Cabinets, pantry and fridge, using the page 3 list.
Day 3	**Bathroom**	Counter, under-sink and shower — page 4 list.
Day 4	**Bedroom & closet**	Clothes, drawers and under-bed — page 5 list.
Day 5	**Living & entryway**	Surfaces, cables, coats and shoes — page 6 list.
Day 6	**The small stuff**	Paper, mail, junk drawer, chargers and batteries.
Day 7	**Whole-home reset**	Walk every room with a basket, then set your rhythm.

The 15-Minute Daily Reset

Once the reset is done, this tiny routine keeps it done:

- ☐ **Minutes 0–3 — Collect**
  Walk each room with a basket and gather everything astray.
- ☐ **Minutes 3–6 — Return**
  Put every item back in its home. No piles 'for later'.
- ☐ **Minutes 6–9 — Kitchen**
  Clear and wipe the counters; leave the sink empty.
- ☐ **Minutes 9–12 — Surfaces**
  Entry table, coffee table and bathroom sink, wiped.
- ☐ **Minutes 12–15 — Finish**
  Trash out, cushions straight, floor clear. Done.

My Reset Notes

Jot down what worked, what to buy, and what still needs a home.

Keep Going

Small home, calm home — one reset at a time.
For more organization ideas, cleaning routines and budget decor, visit prasadkhabar.com.