

Zone	Time Allotment	Task	Status (Check Box)
Zone 1: The Entryway/Front Hall	3 Minutes	Clear all non-essential coats, shoes, and bags from visible surfaces.	<input type="checkbox"/>
Zone 1: The Entryway/Front Hall		Tidy the mail pile (toss junk, file bills).	<input type="checkbox"/>
Zone 1: The Entryway/Front Hall		Wipe down the console table—create a blank slate for holiday decor.	<input type="checkbox"/>
Zone 1: The Entryway/Front Hall	5 Minutes	Remove all non-seasonal throw blankets and pillows (store in a decorative bin).	<input type="checkbox"/>
Zone 1: The Entryway/Front Hall		Collect and put away all books, magazines, and reading materials (except current reads).	<input type="checkbox"/>
Zone 1: The Entryway/Front Hall		Clear all coffee tables and end tables of miscellaneous items (remotes, coasters, chargers).	<input type="checkbox"/>
Zone 1: The Entryway/Front Hall		Fluff and straighten sofa cushions.	<input type="checkbox"/>
Zone 1: The Entryway/Front Hall	4 Minutes	Put away all small appliances that aren't used daily (e.g., blender, standing mixer).	<input type="checkbox"/>
Zone 1: The Entryway/Front Hall		Consolidate spices and oils near the stove; wipe down the immediate cooking area.	<input type="checkbox"/>
Zone 1: The Entryway/Front Hall		Clear the "landing zone" (where keys/papers accumulate) completely.	<input type="checkbox"/>
Zone 1: The Entryway/Front Hall	3 Minutes	Quickly declutter the surface of your desk or primary writing space.	<input type="checkbox"/>
Zone 1: The Entryway/Front Hall		Tidy your "reading spot" (put away water glass, organize books).	<input type="checkbox"/>
Zone 1: The Entryway/Front Hall		Set out a clean water bottle and a fresh journal for your next Self-Care moment.	<input type="checkbox"/>
Zone 1: The Entryway/Front Hall		REWARD: Enjoy a quiet cup of coffee or 10 minutes of reading time!	<input type="checkbox"/>