

10-Minute Kitchen Counter Reset

THE BOUNDARY
Not the whole kitchen.

One surface. Five decisions. One clear stopping point.

SET THE BOUNDARY

- ☐ I am resetting this one surface: _____
- ☐ Set a 10-minute timer. Bring the rubbish bin and a return basket close.

MOVE EVERY ITEM THROUGH ONE JOB

GUIDE

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|--------------------------|----|-----------------|---|-------|
| ☐ | 01 | TOSS | Rubbish and recycling leave first. | 1 min |
| ☐ | 02 | WASH | Move dishes to the sink or dishwasher. | 2 min |
| ☐ | 03 | PUT AWAY | Return items that already have a home. | 3 min |
| ☐ | 04 | RETURN | Take other-room items out in one trip. | 2 min |
| ☐ | 05 | FILE | Move action papers to their one paper home. | 1 min |

CLOSE THE LOOP

- ☐ Wipe the clear surface, then put back only what is used here every day.
- ☐ Empty the return basket. Stop when this surface is finished.

IF THE SAME ITEM RETURNS TOMORROW

The item that returns: _____

Its next useful home: _____