

CHECKLIST: KEEPING MY CORNER CALM

You did the hard work of creating your calm corner. Now you need to maintain it. This checklist helps you keep your space clear and functional through daily maintenance and weekly resets.

The key: Maintenance is easier than re-creating from scratch. A few minutes daily prevents hours of work later.

Time Needed

2-5 minutes daily

15-20 minutes weekly



When to Do This

Daily before bed; weekly on a set day
(Sunday evenings may work well)

Daily Maintenance (2-5 minutes)

Do this every evening before bed—it becomes automatic with practice

☐ Remove trash immediately

- ☐ Any wrappers, tissues, or papers you don't need
- ☐ Put it in your room trash can or a bag to take out
- ☐ **This is the #1 thing that prevents clutter buildup**

☐ Return items to their “homes”

- ☐ Phone charger → designated spot
- ☐ Pens/pencils → desk/cup
- ☐ Water bottle → nightstand or kitchen
- ☐ Books → shelf or desk
- ☐ Clothes → closet, drawer, or laundry basket (not floor/bed)
- ☐ **Everything should have a place; put things back there**

☐ Clear your bed

- ☐ Remove stuff that accumulated during the day
- ☐ You should be able to get in and move around without moving stuff
- ☐ If you piled anything on your bed, move them to their homes
- ☐ **Your bed is for sleeping, not storage**

☐ Check your calm corner boundaries

- Is your defined space still clear?
- Did anything that doesn't belong find its way into it?
- Remove items that don't belong
- **Defend your boundaries—even from yourself**

☐ **Quick floor check**

- ☐ Can you see the floor in your calm corner/area?
- ☐ Is there anything you could trip over?
- ☐ Pick up anything on the floor that doesn't belong
- ☐ **Keep the floor clear for safety and visual calm**

☐ **Visual scan**

- ☐ Stand back and look at your calm corner
- ☐ Does it still feel calm?
- ☐ Is anything bugging you visually?
- ☐ Fix anything you need to
- ☐ **Total time: 2-5 minutes. Set a timer if it helps you stay focused.**

Weekly Deep Maintenance (15-20 minutes)

Pick one day or time per week, and make it a routine. Remember, you're building habits.

Recommended: Sunday evening, as this sets you up for success for the week

☐ **Empty your entire calm corner**

- ☐ Yes, everything out or at least pick everything up so you can dust and reassess
- ☐ Check every corner and surface
- ☐ Find items that have been hiding

☐ **Sort what you found**

- ☐ TRASH (accumulated crap, broken stuff, old papers)
- ☐ RELOCATE (doesn't belong in calm corner, put it somewhere else)
- ☐ STAYS (legitimate stuff that belongs)
- ☐ UNSURE (box it and go through it in two weeks)
- ☐ Remove/relocate/replace as appropriate

☐ **Actually throw away the trash**

- ☐ Don't just pile it up—get it out of your room
- ☐ Smuggle it out if necessary to throw away at school
- ☐ **This matters—trash breeds clutter and pests**

☐ **Clean the surfaces**

- ☐ Wipe down your desk, nightstand, dresser, windowsill
- ☐ Use whatever you have: wipes, damp cloth, or paper towels
- ☐ Get rid of dust, spills, crumbs
- ☐ **Clear surfaces = calm brain**

- ☐ **Clean the floor space**
 - ☐ Vacuum or sweep if you can
 - ☐ Even just picking up debris helps
 - ☐ Check under furniture if possible
 - ☐ **Clean floor = no pest attractions, safer space**
- ☐ **Check condition of your stuff**
 - ☐ Are things breaking down? (pens dying, charger cords fraying)
 - ☐ Do you need to replace anything? (lip balm, fresh water, batteries)
 - ☐ Is anything damaged so bad that they need repair or removal?
- ☐ **Put everything back intentionally**
 - ☐ Don't just toss things back
 - ☐ Place each item mindfully in its designated home
 - ☐ Make sure the arrangement makes sense and is appealing to you
 - ☐ **This is re-setting your system, not just cleaning**
- ☐ **Reassess your boundaries**
 - ☐ Is your calm corner still the right size?
 - ☐ Do the physical boundaries need adjusting up or down?
 - ☐ If it's too big, your calm corner has less chance of success, but after a few weeks, maybe it's time to expand the calmness
 - ☐ Has anything encroached that you need to push back?
- ☐ **Refresh the space**
 - ☐ Open the window for fresh air
 - ☐ Change your sheets if that's part of your calm corner
 - ☐ Adjust the lighting and add something pleasant (if you want)
 - ☐ **Make it feel intentionally cared for**
- ☐ **Celebrate**
 - ☐ Take a photo of your clean calm corner
 - ☐ Share it with a friend if they're helping to keep you accountable
 - ☐ Notice how it makes you feel
 - ☐ Acknowledge the work you put in
 - ☐ **You maintained something for a full week—that's awesome**

Monthly Check-In (30 minutes)

First weekend of each month

☐ Evaluate what's working

- ☐ Is your system still functional?
- ☐ Is stuff staying in its home?
- ☐ Is maintenance taking more or less time?
- ☐ What's working well?

☐ Evaluate what's not working

- ☐ Are you fighting the same problems repeatedly?
- ☐ Is something about your system not making sense?
- ☐ Are you avoiding or blowing off certain maintenance tasks?
- ☐ **If something isn't working, change it—don't force it**

☐ Adjust your system

- ☐ Move items to homes that make better sense
- ☐ Add storage solutions if needed, including boxes, organizers, and hooks
- ☐ Simplify if it's too complicated
- ☐ **Your system should make life easier, not harder**

☐ Deep clean

- ☐ Go beyond weekly maintenance
- ☐ Wipe down walls and baseboards if they need it
- ☐ Reorganize drawers and shelves
- ☐ Check behind and under furniture, and clean what you can get to

• Thorough reset once a month

☐ Check for pests

- ☐ Any signs of bugs, mice, etc.?
- ☐ Are there droppings, damage, or smells?
- ☐ Address anything right away
- ☐ Use deterrents from [How Do I? Decluttering](#)

☐ Refresh your motivation

- Look at your Vision Board
- Read your Future Me Letter
- Remember why you're doing this
- **Reconnect with your "why"**

When Your Calm Corner Gets Messed Up (It Will! That's Okay!)

Life happens. Energy drops. You get busy. Your calm corner gets cluttered again. This is normal. Don't spiral.

☐ **Acknowledge what happened**

- ☐ No shame, no guilt
- ☐ Just notice: "My calm corner got messy."
- ☐ Identify why. Was it a low-energy week? Stressful time? Did you just forget? This helps you be aware of it and address it earlier in the future.

☐ **Decide on reset timing**

- ☐ Do you have energy now? Reset immediately.
- ☐ Need a day? Plan to do it tomorrow.
- ☐ Need help? Ask someone.
- ☐ **Don't let it sit indefinitely**

☐ **Do a full reset**

- ☐ Follow the [Creating My Calm Corner exercise](#) again
- ☐ Empty, sort, clean, and replace
- ☐ Start fresh
- ☐ **This isn't failure—it's just a reset**

☐ **Identify what broke down**

- ☐ Was it your system? (too complicated, things didn't have good homes)
- ☐ Was it your habits? (stopped doing daily maintenance)
- ☐ Was it circumstances? (energy crashed, life got hard)
- ☐ **Figure out the why—without judgement—so you can adjust**

☐ **Adjust and restart**

- ☐ Fix what wasn't working
- ☐ Recommit to maintenance
- ☐ Set a reminder if you need one
- ☐ **Every day is a new chance**

Building the Habit

Maintenance becomes automatic with consistency. Here's how to build the habit:

- ☐ **Anchor to existing routine**
 - ☐ “Right before I brush my teeth at night, I’ll do my 2-minute calm corner reset.”
 - ☐ “Every Sunday after dinner, I’ll do my weekly maintenance.”
 - ☐ **Tie it to something you already do regularly**
- ☐ **Set reminders**
 - ☐ Phone alarm or daily task: “Calm Corner Check” at 9pm daily
 - ☐ Calendar reminder: “Weekly Deep Clean” Sunday 6pm
 - ☐ Visual reminder: Note on your door
 - ☐ **External cues help when executive function is hard**
- ☐ **Track your streaks**
 - ☐ Mark your calendar each day you maintain it
 - ☐ Celebrate milestones (7 days! 30 days! 90 days!)
 - ☐ Visual progress is motivating
 - ☐ **Don’t break the chain (but if you do, just start over without guilt)**
- ☐ **Pair with rewards**
 - ☐ “After I maintain my corner, I can watch an episode of my show.”
 - ☐ “Weekly reset complete = treat myself to something small.”
 - ☐ **Positive reinforcement works**
- ☐ **Get accountability**
 - ☐ Text a friend: “Did my calm corner maintenance tonight.”
 - ☐ Take weekly photos and track progress
 - ☐ Share with someone who gets it (you can choose how much info you share)
 - ☐ **External accountability helps when self-discipline fails**

Troubleshooting

“I keep forgetting to do daily maintenance.”

- Set multiple alarms
- Put a sign on your door for yourself: “Did you reset your corner?”
- Make it part of bedtime routine and tell yourself you can’t sleep until it’s done
- Start with just removing trash; that’s the most critical

“Daily maintenance is taking way longer than 5 minutes.”

- Your system might be too complicated; simplify
- You might have too much stuff in your calm corner; pare it down
- You might be letting too much accumulate; do it twice a day instead
- You might need to do a full reset first

“I do great for a week then it falls apart.”

- This is extremely common with ADHD and executive function challenges
- Set stronger external reminders
- Get an accountability partner
- Lower your expectations; 3 days a week is better than none
- Focus on just trash removal when your energy is low

“Other people keep putting their stuff in my calm corner”

- Reinforce boundaries verbally: “Please don’t put things here.”
- Move items immediately when they appear
- Consider a physical boundary (curtain, screen, sign)
- Accept you might need to reset more often—not your failure

“I maintain it but it doesn’t feel calm anymore.”

- Might be time to refresh; rearrange or take out more stuff
- Might need to expand the boundaries (if this space is working, claim some more)
- Might need to adjust what’s in the space (wrong stuff, too much stuff)
- Might be external stress bleeding in (use mindfulness to separate that out)

“I feel guilty maintaining MY space when the rest of the house is a mess.”

- Your calm corner is not selfish—it’s survival
- You maintaining one space doesn’t make the rest worse
- People that live in the rest of the house can make their own calm corners
- You can’t fix the whole house, but you CAN manage this
- **This is practice for your future peaceful home**

“It feels pointless—why bother?”

- Because you deserve one space that works
- Because small order in chaos matters
- Because you’re building skills and proving to yourself you CAN maintain something
- Because it’s evidence that change is possible
- **It’s not pointless. It’s resistance against chaos.**

Adapting for Your Energy/Ability

High-functioning weeks:

- ☐ Do your full daily maintenance
- ☐ Add extra touches (organize a drawer, wipe down your nightstand mid-week)
- ☐ Prep ahead for lower-energy times
- ☐ Expand your calm corner a bit

Low-energy weeks:

- ☐ Minimum: trash removal only
- ☐ That's enough
- ☐ Don't let guilt make you more exhausted

Crisis weeks:

- ☐ Your calm corner might get messy
- ☐ That's okay
- ☐ Survive first, reset when you can
- ☐ **The space will be there when you're ready**

If you have chronic pain/fatigue/disability:

- ☐ Sit while you maintain (keep a stool in your corner so it's right there)
- ☐ Use tools (grabbers, a small dustpan, wipes instead of rags)
- ☐ Do maintenance in 2-minute bursts throughout the day
- ☐ Ask for help without shame
- ☐ **Adapt the system to your body, not the other way around**

Accessibility Considerations

Maintaining a space requires sustained executive function and physical energy. Adapt as needed: If daily maintenance is too much, do every-other-day or focus on trash removal only. If you can't physically clean surfaces, use disposable wipes or ask someone to help with that step. If executive function makes routines impossible, set multiple phone alarms and use visual checklists. If depression makes everything feel pointless, lower the bar to "trash out once a week" and build from there. If you have limited mobility, arrange your calm corner so everything is within reach from one position. Your calm corner maintenance should match YOUR reality and abilities—adjust the expectations, not yourself.

Important Reminders

- **Maintenance is the real work.** Creating the calm corner once is great. Keeping it going is the skill.
- **Consistency matters more than perfection.** Five 2-minute sessions are better than one 10-minute perfect session.
- **It will get messy again.** That's not failure. Reset and keep going.
- **This is practice for your future.** You're learning to maintain a space—that's amazing.
- **Your calm corner is your refuge.** Protect it. Defend it. Maintain it.

Real Talk

Maintaining your calm corner is where the rubber meets the road.

Creating it once is exciting. Maintaining it daily is... boring. Repetitive. Easy to skip. Easy to let slide.

And that's exactly why it matters.

Because here's what you're really doing when you maintain your calm corner:

You're proving to yourself that you can sustain something. You're building discipline in the smallest possible way. You're learning that maintenance—not just big dramatic changes—is what keeps life functional.

That's a skill most people in chaotic homes never learn.

You're learning it now, in this tiny space. And when you have your own apartment someday, you'll already know:

- How to do a daily reset
- How to put things back in their homes
- How to notice when things are sliding
- How to course-correct before it's overwhelming

This isn't just about a clean corner.

It's about building the life skills that will let you have a clean, calm home for the rest of your life.

Two minutes before bed. That's all.

You can do this.