

HOME & GARDEN

Speed clean your home

For home owners who can afford to hire a paid cleaning service, it's money well spent. Their homes are kept neat, clean and presentable. If hiring a professional cleaning service isn't practical for you, don't despair. Here are some tips on how to clean your home quickly and efficiently.

- The first step in cleaning your home is to establish a regular schedule. By scheduling it into your weekly routine it will become standard practice after a while. It sure beats cleaning in fits and starts. Once you establish a routine, stick to the job until it is done. It's easy to get

sidetracked when doing chores; the sooner you finish, the sooner you can get on with the rest of your day.

- Get motivated. Professional cleaners don't pause to watch television or to run to the store, nor should you. Put on some music or listen to a book-on-tape on your Walkman. Plan to treat yourself when the cleaning is finished which will give you something to look forward to.

- Put on suitable clothing for the

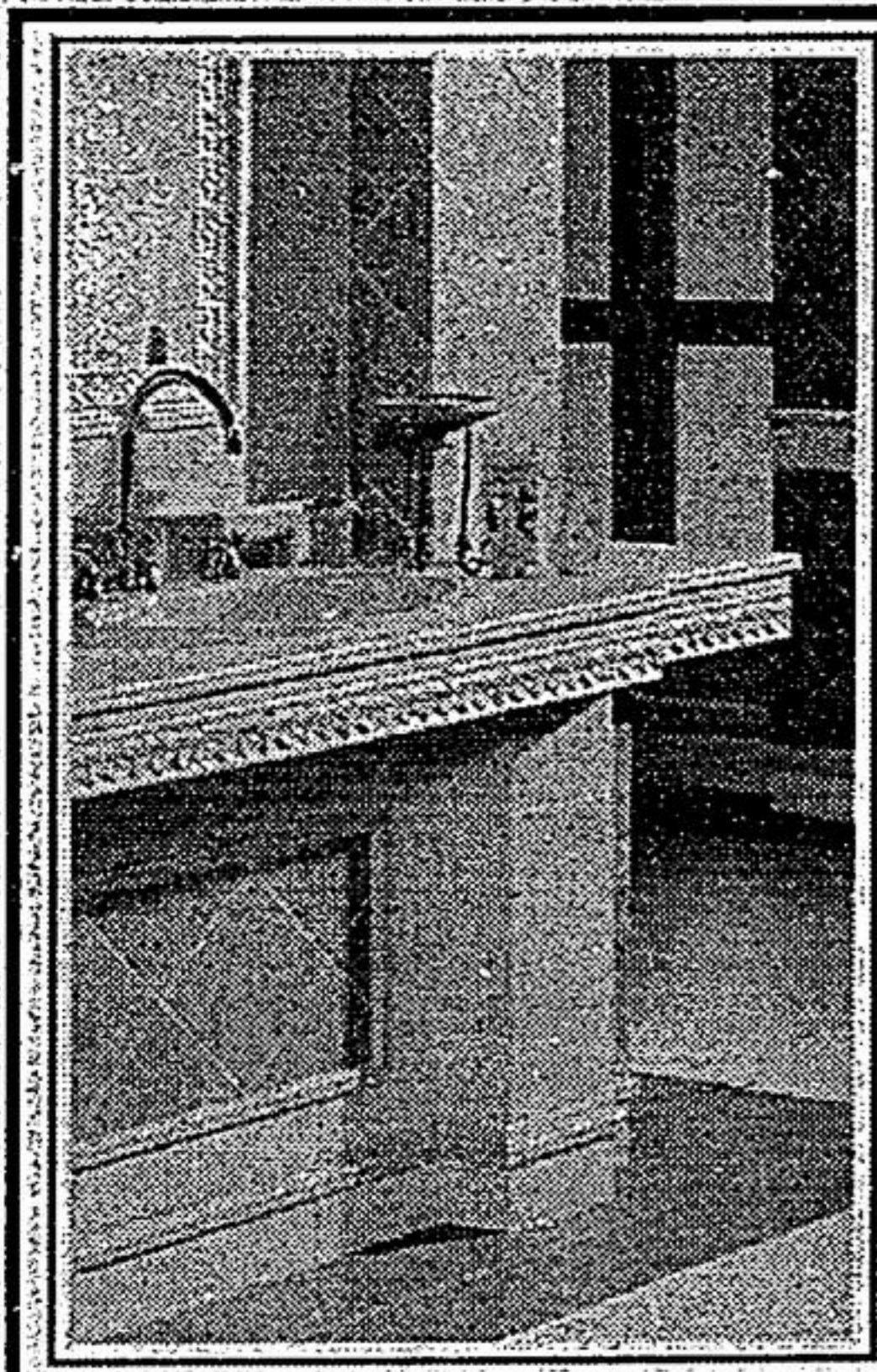
cleaning that you plan to do. Don't wear a dress shirt or a pair of nice pants to clean the floors and the bathrooms. Set aside cleaning clothes, and wear supportive shoes, gloves, kneepads and eye protection if necessary.

- Invest in proper tools. The average homeowner wastes far too much time trying to locate powdered cleansers, the toilet brush, cleaning towels, vacuum, etc. Arrange your tools at the start, and don't forget to include a plastic bag for trash.

- As obvious as it may sound, use both hands when cleaning. This will add to your efficiency and help to complete your work sooner. For instance, spray a mirror with one hand while wiping it down with another. Use two sponges when scrubbing counters.

- Make sure that all surfaces are clutter-free before you start cleaning. This includes counters, furniture, appliances and floors. If you leave toys, papers and other clutter on these surfaces it's more inconvenient to move them later. If you don't remove them, your cleaning job won't be thorough.

- Work in teams. Find a friend or family member with whom you can share the workload. The more people you can get involved in helping to clean, the sooner the job will get done.



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