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Do you have one of those really big, filthy, completely disorganized cleaning jobs to get after? Is it that one client you really dislike? Worse yet, is it your house?

Either way, you can tackle it quickly and efficiently if you are organized and know "how" to approach cleaning a big job, room by room and through each room. Here's how!

First, make a checklist. Put on there everything you need to do. If it looks too long just keep adding items. Take it with you in your pocket to every room and a pencil, too. The idea is to cross off everything you finish so you get a great sense of accomplishment as you move through the house. It also reminds you of things you might [More helpful hints](#) forget so you never have to go backwards.

Always start at one end of the house and work your way to the other. If it's multiple stories start at the top and work your way down. If it's one level, start in the bedrooms and work your way to the kitchen.

In each room, always clean top to bottom. Start at the ceilings with cobwebs and spider webs and work your way down the walls, windows and to the floors.

Wash walls, windows and then vacuum. After vacuuming dust. When you dust, start at the top and work down.

Be mobile and prepared. Take all your cleaning tools with you into each room. Avoid unnecessary trips back and forth.

Unplug the phone and turn off the T.V.

Eliminate clutter as you go, too. An uncluttered home looks better than one that is dust-free but strewn with odds and ends.

A house that smells fresh will give the impression of cleanliness. Leave baking soda on carpeting for the night to absorb musty odors, vacuum in the morning. Place natural soy candles scented with oils around the house. Lightly scented but not overpowering cleaners will give your house that special "nose sparkle" clean, fresh scent.

Keep a big mat on both front and back porches to cut down on tracked in dirt.

Keep a basket in the kitchen for the mail, newspaper, car keys to help with clutter.

Keep a hamper in every bathroom and in each child's room.

Check your checklist off at this point and you're finished!!