



KITCHEN

- Load dishwasher nightly & unload daily
- Go through papers in
- Pack lunch for the next day
- Re-Fill Water bottles
- Wipe down sink and counter tops
- _____
- _____

MB & CLOSET

- Make your bed
- Put your clothes away
- Pick out clothes for the next day
- Set alarm
- _____
- _____

SCHEDULE & OFFICE

- Respond to outstanding emails/ calls
- Review calendar
- _____
- _____

MISC & PAPER

- Put everything in place
- Open and sort mail - in the kitchen
- File papers as they come in
- _____
- _____

KIDS & TOYS

- Lay out clothes
- Make sure homework is done
- Check backpacks
- Pick up clothes & toys
- Make beds
- Check out school announcements or class chats
- _____
- _____

LAUNDRY TO DO

Laundry schedule

- Monday - Sheets and clothing
- Wednesday - Towels and clothing
- Friday - Bath Mats and clothing
- _____
- _____

ENTRYWAY & CAR

- Remove & trash
- Pickup entryway item
- Put away shoes
- Get car ready for the next day if you have things to do the next day
- _____
- _____

BATHROOM

- Wipe counters and sink
- Hang up towels
- _____
- _____

SELF CARE

- Go to bed & get up at the same time
- _____
- _____

PET STATION

- _____
- _____



KITCHEN

- Fridge & Pantry: Purge expired
- Purge & sort items in drawers & cabinets
- Grocery shop & meal prep
- Prep food (wash/fruit chop veg)
- _____
- _____

MB & CLOSET

- Make your bed with clean sheets
- Put your clothes away
- Straighten drawer & surfaces
- Set Alarm
- _____
- _____

SCHEDULE & OFFICE

- Respond to outstanding emails /calls
- Scheduled a ny to dos for the next 6 daysw
- Review calendar for the week
- Errand list (gifts, mail, thank you cards)
- School payments sports and papers
- Returns & Orders (pet food, toiletries, etc.
- Sort receipts
- _____
- _____

MISC & PAPER

- Mail sort & magazine recycle
- Vacuum day immediate messes
- Put everything in its place
- pets/clean water
- Electronics Wipe & charge
- _____
- _____

KIDS & TOYS

- Cut nails
- Put away clothes & straighten drawers
- Re-home toys & purge as you go
- Open & review art/school projects
- _____
- _____

LAUNDRY TO DO

Wash, fold and put away laundry
Check for restock

LAUNDRY SCHEDULE

- Entryway & Car
- Remove trash
- Vacuum & wipe out car
- Fill up gas tank
- Restock snacks, quarters, wipes etc.
- Sweep garage
- Purge: Sort & re-home entryway items
- Vacuum & clean floors
- _____
- _____

BATHROOM

- Tidy & empty trash
- Clean sinks, mirror, floors & toile
- Replenichs toilet paper, toothpaste etc.
- Change out towels
- _____
- _____

SELF CARE

- Beautify: mani, hair etc.
- Clean out & restock purse
- Soak rings, retainers, etc
- Clean makeup brushes
- _____
- _____



KITCHEN

- Wipe down appliances - small and big
- Clean over
- Clean toaster & coffee maker
- _____
- _____

ENTRYWAY & CAR

- Rotate seasonal items
- Tidy Garage
- _____
- _____

MB & CLOSET

- Schedule & Office
- Book travel plans
- Sign up for kids' activities & camp
- _____
- _____

BATHROOM

- _____
- _____

MISC & PAPER

- Clean light fixtures
- Sort & shred old files
- Refill soap dispensers
- Check light bulbs
- _____
- _____

SELF CARE

- Date Night
- _____
- _____

KIDS & TOYS

- Go through schoolwork & artwork
- Major purge before holidays/birthdays
- Seasonally go through clothes
- _____
- _____

ROTATING TASK

- Tidy guest room
- Dust off blinds
- _____
- _____