

## Grocery / Supply List



- ☐ Start one load of clothes.
- ☐ Load/unload dishwasher or wash dishes.
- ☐ Dust living room furniture and ceiling fan.
- ☐ Sweep, mop, or vacuum living room floor.
- ☐ Declutter/organize living room for 10 minutes.
- ☐ Put clothes in dryer.
- ☐ Do bills; return emails; write correspondence (letters/birthday cards etc.).
- ☐ Make weekly menu and grocery list.
- ☐ Finalize supply list (everything from shampoo to stamps etc. See Tuesday).
- ☐ Organize/file paper work for 10 minutes.
- ☐ Wipe down/dust computer, screen, keyboard, desk.
- ☐ Fold and put away clothes.

[illegible]

# TUESDAY

## Kitchen Day



- ☐ Start one load of clothes.
- ☐ Load/unload dishwasher or wash dishes.
- ☐ Clean out refrigerator and pantry (add needed items to grocery list; see Monday).
- ☐ Wash stove top, microwave, sink.
- ☐ Wipe down cabinets, table, chairs, counter tops.
- ☐ Clean kitchen light fixtures.
- ☐ Declutter/organize kitchen drawers for 10 minutes.
- ☐ Shake rugs; get new kitchen rags/towels; empty trash.
- ☐ Sweep, mop kitchen floor.
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- ☐ \_\_\_\_\_
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## Supply List

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## Things to Remember

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# WEDNESDAY

## Shopping / Bedroom Day



- ☐ Start a load of sheets.
- ☐ Load/unload dishwasher or wash dishes.
- ☐ Dust bedroom furniture and ceiling fan.
- ☐ Sweep and mop or vacuum bedroom floor.
- ☐ Declutter/organize bedroom for 10 minutes.
- ☐ Put sheets in dryer.
- ☐ Grab prepared grocery/supply lists and shop.
- ☐ Put away groceries (organize/leave out items for cooking day).
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- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
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### Things to Remember

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## Weekly Errands

List your stops in the best order around town.

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# THURSDAY

## Cooking Day



- ☐ Start one load of clothes.
- ☐ Do the prep work (cutting, assembling) for 3-5 entrees from your menu. (Typical families eat leftovers, eat out, or eat a meal on-the-go like sandwiches 2-4 times a week. Seven supper entrees are rarely needed).
- ☐ Put clothes in dryer.
- ☐ Assemble side dishes/desserts if needed.
- ☐ Label each entrée for its cook day/cook time and temp./needed garnishes etc.
- ☐ Have a special plan for supper today such as leftovers, eating out, or pizza delivery.
- ☐ Load/unload dishwasher or wash dishes.
- ☐ Fold and put away clothes.
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### Things to Remember

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## Meal Prep

(Collect recipes; decide the fastest food prep process—chop everything at once, etc.)

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# FRIDAY

## Bathroom / Monthly & Quarterly Task Day



- ☐ Start one load of clothes.
- ☐ Load/unload dishwasher or wash dishes.
- ☐ Clean bathroom mirror and counters.
- ☐ Clean sink, toilet, tub.
- ☐ Change/replenish towels and toilet paper.
- ☐ Empty trash.
- ☐ Shake rugs; sweep and mop bathroom floor.
- ☐ Disinfect all doorknobs and light switches.
- ☐ Put clothes in dryer.
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### Things to Remember

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## Monthly / Quarterly Tasks

### Week 1:

- ☐ Clean oven, exhaust hood.
- ☐ Change air filter.
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

### Week 2:

- ☐ Wash trash cans.
- ☐ Clean closets.
- ☐ Sort and donate old clothes.
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

### Week 3:

- ☐ Wipe down baseboards, railings, and walls.
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

### Week 4:

- ☐ Clean out freezer.
- ☐ Wipe down tops of cabinets and appliances.
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

### Week 5:

- ☐ Clean blinds and curtains.
- ☐ Change bathroom shower curtain liner.
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

# SATURDAY

## Outside / Monthly & Quarterly Task Day



- ☐ Start one load of clothes.
- ☐ Load/unload dishwasher or wash dishes.
- ☐ Mow grass, trim hedges, weed eat.
- ☐ Wash outside and inside car.
- ☐ Organize/tidy garage for 30 min.
- ☐ Sweep porch and clean front door.
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
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### Things to Remember

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## Monthly / Quarterly Tasks

### Week 1:

- ☐ Deep clean couch, shower heads, ceiling fans.
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- ☐ \_\_\_\_\_

### Week 2:

- ☐ Deep clean frig.
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

### Week 3:

- ☐ Wipe down and organize electronics, remotes, and media.
- ☐ Catch up.
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

### Week 4:

- ☐ Clean behind frig, washer, dryer, and lint intake.
- ☐ Wash throw rugs, pillows, comforters.
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

### Week 5:

- ☐ Clean windows and pressure wash.
- ☐ Wash rugs.
- ☐ Clean metal doorway floor strips.
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_