# To Do

*Overdue, due today and due by Thu 12 Nov, oldest first. Tick them off in the Log.*

| # | Task | Room | Who | Due | Status | Done ✓ |
|---|---|---|---|---|---|---|
| 1 | Flip / rotate mattress | Bedrooms | Alex | Mon 28 Sep | Overdue | |
| 2 | Wash pillows and duvet | Bedrooms | Sam | Mon 28 Sep | Overdue | |
| 3 | Clean out gutters | Outdoor | Alex | Mon 28 Sep | Overdue | |
| 4 | Dust desk and screens | Home office | Alex | Wed 28 Oct | Overdue | |
| 5 | Empty small bins | Whole home | Kids | Sat 31 Oct | Overdue | |
| 6 | Vacuum living room | Living room | Sam | Tue 3 Nov | Overdue | |
| 7 | Load / empty dishwasher | Kitchen | Kids | Wed 4 Nov | Overdue | |
| 8 | Wipe bathroom sink and mirror | Bathrooms | Alex | Wed 4 Nov | Overdue | |
| 9 | Clean sink and faucet | Kitchen | Sam | Thu 5 Nov | Overdue | |
| 10 | Water plants | Whole home | Kids | Thu 5 Nov | Overdue | |
| 11 | Wipe counters and stovetop | Kitchen | Sam | Fri 6 Nov | Due today | |
| 12 | Sweep kitchen floor | Kitchen | Alex | Fri 6 Nov | Due today | |
| 13 | Scrub shower / tub | Bathrooms | Alex | Fri 6 Nov | Due today | |
| 14 | Mop bathroom floor | Bathrooms | Sam | Fri 6 Nov | Due today | |
| 15 | Make beds | Bedrooms | Kids | Fri 6 Nov | Due today | |
| 16 | Vacuum bedrooms | Bedrooms | Kids | Fri 6 Nov | Due today | |
| 17 | Ten-minute tidy | Living room | Kids | Fri 6 Nov | Due today | |
| 18 | Shake out entry mats | Entry | Kids | Fri 6 Nov | Due today | |
| 19 | Change bed sheets | Bedrooms | Sam | Sat 7 Nov | This week | |
| 20 | Take out trash and recycling | Whole home | Alex | Sat 7 Nov | This week | |
| 21 | Wipe microwave inside | Kitchen | Alex | Sun 8 Nov | This week | |
| 22 | Clear out fridge leftovers | Kitchen | Alex | Sun 8 Nov | This week | |
| 23 | Laundry: wash, dry, fold | Laundry | Sam | Sun 8 Nov | This week | |
| 24 | Declutter one drawer | Whole home | Sam | Sun 8 Nov | This week | |
| 25 | Swap bath towels | Bathrooms | Kids | Mon 9 Nov | This week | |

# Week Plan

*A dot on each day a task falls due in the next 7 days (overdue tasks show on day 1).*

| Task | Who | Fri 6 | Sat 7 | Sun 8 | Mon 9 | Tue 10 | Wed 11 | Thu 12 |
|---|---|---|---|---|---|---|---|---|
| Wipe counters and stovetop | Sam | ● | ● | ● | ● | ● | ● | ● |
| Load / empty dishwasher | Kids | ● | ● | ● | ● | ● | ● | ● |
| Sweep kitchen floor | Alex | ● | | ● | | ● | | ● |
| Clean sink and faucet | Sam | ● | | | ● | | | ● |
| Wipe microwave inside | Alex | | | ● | | | | |
| Mop kitchen floor | Sam | | | | | | | ● |
| Clear out fridge leftovers | Alex | | | ● | | | | |
| Wipe cabinet fronts | Sam | | | | | | | |
| Clean oven | Alex | | | | | | | |
| Descale kettle / coffee maker | Sam | | | | | | | |
| Wipe bathroom sink and mirror | Alex | ● | | | ● | | | ● |
| Clean toilet | Sam | | | | | | ● | |
| Scrub shower / tub | Alex | ● | | | | | | |
| Swap bath towels | Kids | | | | ● | | | |
| Mop bathroom floor | Sam | ● | | | | | | |
| Wash shower curtain / bath mat | Alex | | | | | | | |
| Make beds | Kids | ● | ● | ● | ● | ● | ● | ● |
| Change bed sheets | Sam | | ● | | | | | |
| Vacuum bedrooms | Kids | ● | | | | | | |
| Flip / rotate mattress | Alex | ● | | | | | | |
| Wash pillows and duvet | Sam | ● | | | | | | |
| Ten-minute tidy | Kids | ● | ● | ● | ● | ● | ● | ● |
| Dust surfaces | Alex | | | | | | | ● |
| Vacuum living room | Sam | ● | | | | | | |
| Wipe light switches and door handles | Alex | | | | | | | |

OVERVIEW

# Routine at a glance

The whole system on one page: keep it on the fridge.

### EVERY DAY

- [ ] Make the beds
- [ ] Wipe kitchen counters and stovetop
- [ ] Load / empty the dishwasher
- [ ] Ten-minute tidy of the main room
- [ ] Quick wipe of bathroom sink
- [ ] Laundry: one load start to finish
- [ ] Sort the mail and paper
- [ ] Take out trash if full

### EVERY WEEK

- [ ] Clean toilets, sinks and showers
- [ ] Change bed sheets
- [ ] Vacuum all floors
- [ ] Mop kitchen and bathroom floors
- [ ] Dust surfaces
- [ ] Wipe microwave and fridge handles
- [ ] Clear out fridge leftovers
- [ ] Swap towels
- [ ] Shake out entry mats
- [ ] Empty small bins

### EVERY MONTH

- [ ] Wipe cabinet fronts
- [ ] Descale kettle / coffee maker
- [ ] Clean washer seal and drawer
- [ ] Vacuum sofa and cushions
- [ ] Wipe light switches and door handles
- [ ] Wash shower curtain and bath mat
- [ ] Test smoke alarms
- [ ] Dust blinds and vents
- [ ] Clean dishwasher filter
- [ ] Declutter one cupboard

### EVERY SEASON

- [ ] Clean the oven
- [ ] Wash windows inside
- [ ] Change HVAC filter
- [ ] Clean dryer vent
- [ ] Flip / rotate mattress
- [ ] Wash pillows and duvet
- [ ] Clean baseboards
- [ ] Clean out gutters
- [ ] Dust ceiling fans and light fittings
- [ ] Deep clean the fridge



WEEKLY

# Weekly cleaning schedule

One focus a day, about 20 minutes, plus the daily basics.

### MON · KITCHEN

- [ ] Wipe cabinet fronts
- [ ] Clean sink + faucet
- [ ] Mop floor
- [ ] Daily basics

### TUE · BATHROOMS

- [ ] Toilets + sinks
- [ ] Scrub shower / tub
- [ ] Swap towels
- [ ] Daily basics

### WED · DUST + FLOORS

- [ ] Dust surfaces
- [ ] Vacuum all rooms
- [ ] Shake out mats
- [ ] Daily basics

### THU · BEDROOMS

- [ ] Change sheets
- [ ] Clear surfaces
- [ ] Vacuum
- [ ] Daily basics

### FRI · FRIDGE + BINS

- [ ] Clear leftovers
- [ ] Wipe shelves
- [ ] Empty small bins
- [ ] Daily basics

### SAT · LAUNDRY + EXTRAS

- [ ] Wash bedding
- [ ] One monthly task
- [ ] Water plants
- [ ] Daily basics

### SUN · REST + RESET

- [ ] 15-minute reset
- [ ] Plan the week
- [ ] Prep for Monday
- [ ] Daily basics

### NOTES



FAMILY

# Family chore chart

Write each chore and who owns it; tick the days it's done.

Week of

| CHORE | WHO | MON | TUE | WED | THU | FRI | SAT | SUN |
|---|---|---|---|---|---|---|---|---|
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Reward when the chart is full