

Housekeeping Checklist

Daily

Clean:

- Clear counters
- Make beds
- Wash dishes
- Sweep kitchen floor
- Empty garbage
- Tidy bathroom
- Tidy bedrooms
- Laundry
- Tidy living room
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Declutter:

- Sort mail
- Clear hot spot
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Other:

- Plan calendar
- Set coffee
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Weekly

Clean:

- Change sheets
- Wash towels
- Dust
- Clean bathrooms
- Take out garbage
- Mop/Vacuum floors
- Windows/Mirrors
- Straighten bookshelves
- Appliances
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Declutter:

- Car
- Clear out fridge
- Purse
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Other:

- Meal Plan
- Water plants
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