

Cleaning Checklist						DAILY ACTION PLAN ▼	Month 1 2 3 4 5 6 7 8 9 10 11 12
		Week				✓ Daily tasks	WEEKLY ACTION PLAN ▼
day	1	2	3	4	5	+ 1 WEEKLY TASK	WEEKLY TASK DETAILS
M						TRASH + 1 extra room ▶	EXTRA ROOMS
						Feed pets	A. Clean office
						dinner	B. Clean guest room
						dishes	C. Clean dining room
						declutter	D. Clean sunporch
T						LIVING ROOM ▶	LIVING ROOM
						Feed pets	A. Vacuum rugs & sweep floor
						dinner	B. Dust
						dishes	C. Clean coffee & end tables
						declutter	D. Clean couch
W						KITCHEN ▶	KITCHEN
						Feed pets	A. Sweep & mop floor
						dinner	B. Clean sink
						dishes	C. Clean stovetop
						declutter	D. Organize pantry
Th						GROCERIES + BATHROOMS ▶	BATHROOMS
						Feed pets	A. Clean toilet
						dinner	B. Clean tub
						dishes	C. Clean sink
						declutter	D. Clean floor
F						BEDROOMS ▶	BEDROOMS
						Feed pets	A. Change sheets
						dinner	B. Do laundry
						dishes	C. Dust
						declutter	D. Sweep floors
SAT						MONTHLY CHORE ▶	MONTHLY CHORES
						Feed pets	A. Clean refrigerator inside & out
						dinner	B. Clean stove & small appliances
						dishes	C. Clean mirrors, light fixtures, switchplates
						declutter	D. File papers
SUN						WEEKLY REVIEW ▶	WEEKLY REVIEW
						Keep it simple	Review past week & next week schedule
							Review projects & goals
							Plan next week