

increasing overall productivity

Lesson 4

Cleaning Schedule

each morning

Make Beds
Declutter bedrooms
Declutter bathroom

each night

Declutter Living Areas
Sweep or mop kitchen
Wipe down counters and table
Wash the dishes
Take out trash

each week

Monday: Dust
Tuesday: Vacuum/Mop Floors
Wednesday: Monthly Chore
Thursday: Bathrooms
Friday: Catch-up
Saturday: Laundry

monthly chore

1st week: Clean Appliances
2nd week: Furniture and Cabinets
3rd week: Wash bath mats, throw rugs, etc.
4th week: Yearly Chore

yearly chore

January: Wipe down kitchen cabinets & drawers
February: Organize closets/pantry
March: Wipe down bathroom cabinets & drawers
April: Clean out carport/garage
May: Outside of house
June: Walls, trim, doors

July: Shampoo carpet
August: Windows & window sills
September: Blinds and window treatments
October: Clean out carport/garage
November: Move refrigerator/oven
December: Walls, trim, doors