

DAILY CHORE CHECKLIST

KITCHEN/ BATHROOMS

1. FILL / EMPTY DISHWASHER
2. WIPE OFF DISHWASHER
3. WIPE OFF MICROWAVE
4. WIPE OFF STOVE
5. WIPE OFF COUNTERS
6. WIPE OFF CHAIRS
7. WIPE OFF TABLE
8. WIPE DOWN TUB
9. SWISH TOILET
10. SHINE SINKS & FAUCETS
11. SHAKE AREA RUGS
12. SWEEP FLOOR
13. EMPTY TRASH/ TAKE OUT RECYCLABLES

BEDROOMS

1. MAKE BED
2. CLOSE CLOSET DOOR
3. FEATHER DUST
4. PUT AWAY CLOTHES

LIVINGROOM/DININGROOM

1. DISPOSE OF NEWSPAPERS / JUNK MAIL/FLYERS
2. OPEN MAIL
3. FEATHER DUST

MORNING ROUTINE - 6:30 a.m.

1. GET UP & MAKE THE BED
2. GET DRESSED
3. BRUSH TEETH
4. CLEAN SINK
5. BRUSH COMODE
6. PUT ON MAKE UP
7. FIX HAIR
8. EMPTY DISHWASHER
9. TAKE
10. EAT BREAKFAST/VITAMINS

AFTERNOON ROUTINE - 12:00 p.m.

1. DAILY FOCUS
2. WORK, CALLS, E-MAIL & MAIL
3. LUNCH/AFTERNOON GIFT

EVENING ROUTINE - 5:00 p.m.

1. MAKE DINNER
2. CLEAN UP KITCHEN
3. TAKE A WALK WITH FAMILY
4. EVENING STUDY OR MEETING
5. SHOWER

BEFORE BED ROUTINE - 10:00 P.M.

1. START P.O.D.A. FOR TOMORROW
2. CHECK CALENDAR
3. PUT GLASSES IN DISHWASHER/ START DISHWASHER
4. LAY OUT CLEAN DISH CLOTHS
5. PUT THINGS IN THEIR PLACE
6. PUT SHOES IN THE CLOSET
7. PUT CLOTHES AWAY/LAY OUT CLOTHES
8. WIPE OFF DAILY SHEETS
9. BRUSH TEETH
10. CLEAN FACE
11. READ FOR A WHILE
12. SNUGGLE WITH MY SWEETIE

ZONES

Zone 1: Front Entrance & Dining Room
First few days until the first Sunday

Zone 2: Kitchen & Porch
First full week of each month

Zone 3: Bathroom & Extra Room
Second full week of each month

Zone 4: Master Bedroom & Bath
Third full week of each month

Zone 5: Living room
Last few days of month until the 1st

Rules

1. Be fully dressed, including shoes
2. Daily chores should all be finished & weekly vacuuming done
3. Room should be decluttered
4. Don't pull out more than you can put back in an hour
5. Only work on one drawer or pile at a time
6. Be consistent, do a little each day
7. Set timer & work 15 minutes

ZONE 1

DINING ROOM DETAIL CLEANING

1. Dust window sill
2. Throw away magazines
3. Clean off banister
4. Dust front door
5. Fill up bird seed crocks
6. Repot plants
7. Rearrange china cabinet
8. Dust fan blades

FRONT ENTRANCE DETAIL CLEANING

1. Sweep porch
2. Empty bird feeders
3. Wipe down shelves
4. Repot porch planters
5. Sweep/mop entrance floor
6. Get rid of unwanted items

ZONE 3

BATHROOM DETAILED CLEANING

1. Wash area rugs
2. Scrub/wax floor
3. Straighten draw/cab
4. Clean shower stall & door
5. Clean medicine cabinet
6. Clean scales
7. Throw away bottles

OFFICE DETAILED CLEANING LIST

1. Clear off desk surface
2. Trash nonworking pens
3. Sharpen pencils
4. Throw out all the trash
5. File all keep items & Toss old
6. Do not stop to pay bills
7. Clean off the monitor screen
8. Establish a place for bills
9. Vacuum whole room
10. Dust furniture
11. Clean windows
12. Remove cobwebs
13. Check supplies of paper, cartridges, stamps & envelopes

ZONE 2

KITCHEN DETAIL CLEANING

1. Empty refg/clean totally
2. Clean microwave in & out
3. Clean stove/oven
4. Wash canister/knick knacks
5. Straighten drawers/ cupboards
6. Wipe fingerprints off walls
7. Wash inside windows
8. Clean fan
9. Scrub down cabinet fronts
10. Clean light diffusing bowls
11. Clean drip pan under refg.
12. Clean under sink
13. Throw away old rags

PORCH DETAIL CLEANING

1. Sweep porch
2. Clean off potting table
3. Clean off picnic table
4. Throw away trash
5. Take off recyclables
6. Check grill gas/clean

BABY'S BEDROOM

1. Polish furniture
2. Straighten drawers/ closet
3. Clean cobwebs
4. Wash pad & Flip mattress
5. Wash curtains & Clean window
6. Straighten toy & book shelves
7. Clean under the bed
8. Clean out the closet
9. Put away stray items
10. Sort out-grown clothes
11. Vacuum under bed/ closets
12. Dust baseboards
13. Clean fingerprints

LAUNDRY ROOM

1. Wipe down washer & dryer
2. Clean the gunk from the washer lid
3. Trash empty bottles & boxes
4. Empty the garbage can
5. Check supplies of detergent, softener, spot remover
6. Sweep & mop the floor
7. Remove the cobwebs
8. Put away all clothes
9. Look for odd socks

ZONE 4

MASTER BATHROOM

1. Wash rugs
2. Straighten up makeup
3. Straighten drawer/cabinets
4. Clean shower stall/demold
5. Wash shower doors

MASTER BEDROOM

1. Polish furniture
2. Clean off the desks
3. Clean cobwebs
4. Wash mattress pad
5. Flip mattress
6. Empty trash
7. Wash windows
8. Cull some books from bookcase
9. Straighten drawers
10. Clean under the bed

CLOSET

1. Straighten the top shelves
2. Arrange the shoes
3. Take suit cases to basement
4. Dust shoe bookcase

WEEKLY CHECKLIST

1. Clean out refrigerator
2. Replace foil on drip pans
3. Change sheets
4. Cull old magazines

ALL ROOMS

1. Vacuum carpet
2. Sweep and mop floors
3. Wash area rugs
4. Empty trash
5. Dust
6. Polish mirrors

PAPERWORK/MISC. DUTIES

1. Plan menu for next week
1. File papers
2. Write letter/cards
3. Clean out purse & car trunk
4. Water plants
5. Polish shoes/mend clothes
6. Straighten laundry room
7. Load photos on computer
8. Errands:

Grocery, Library, Post Office

ZONE 5

LIVING ROOM

1. Clean under cushions
2. Polish furniture
3. Straighten closets/drawers
4. Wash knick knacks
5. Clean cobwebs
6. Wipe fingerprints from walls
7. Move furniture & vacuum
8. Clean windows
9. Clean phone
10. Shampoo carpet
11. Clean out fireplace
12. Straighten bookcases
13. Clean out end tables
14. Fertilize plants

WEEKLY PARADE PLAN

SUNDAY-LOVE

He prayeth best, who loveth best all things both
great & small; For the dear God who loveth us,
He made & loveth all. Coleridge

MONDAY-ORDER

The beginning of wisdom, is the desire for
discipline. -The wisdom of Solomon

TUESDAY-HAPPINESS

No man is happy who doesn't think himself so
-Marcus Aurelius Antoninus

WEDNESDAY-BEAUTY

The best part of beauty is that which no picture
can express. -Francis Bacon

THURSDAY-ABUNDANCE

You are rich in proportion to what you can do
without -unknown

FRIDAY-PEACE

Peace is the golden wisp that binds the sheaf
of blessings. -Katherine Lee Bates

SATURDAY-HEALTH

He who has health, has hope; & he who has
hope, has everything. Arabian proverb

DAY TO DAY ROUTINE

MONDAY: Weekly blessing hour

1. Weigh & chart in journal
2. Laundry
3. Weekly blessing chores
 - A. Cull old magazines
 - B. Change sheets
 - C. Empty all the trash
 - D. Vacuum all rooms
 - E. Mop kitchen & bath
 - F. Clean mirrors
 - G. Pledge dust furniture

TUESDAY: FREE DAY

1. Water plant & fertilize
2. 15 minutes in current Zone

WEDNESDAY: Paperwork/misc

1. Be romantic today
2. Complete paperwork duties from weekly check list

THURSDAY:

Grocery day/errands

1. Make menu plan next week
2. Check grocery list
3. Grocery day
4. Errand day
 - a. Library
 - b. Post office
 - c. Buy gifts/cards/candles

FRIDAY: ZONE CLEAN

1. Zone cleaning chores
2. Remainder weekly cleaning
3. Make sure refig is clean

SATURDAY: FAMILY DAY

SUNDAY: RENEW DAY

WEEKLY MENU OUTLINE

MONDAY	BEEF
TUESDAY	PASTA/CASSAROLE
WEDNESDAY	PORK/FISH
THURSDAY	CHICKEN
FRIDAY	SPECIAL DINNER NEW or ETHNIC RECIPE
SATURDAY	PIZZA/SANDWICHES
SUNDAY	MISC/CROCKPOT/ GRILL/FROZEN MEALS

MASTER GROCERY LIST

- ❖ Produce/Fresh
- ❖ Fruit/Veggies
- ❖ Bakery/Bread Items
- ❖ Deli Meats
- ❖ Fresh Meats
- ❖ Frozen Meats
- ❖ Frozen Breads
- ❖ Frozen Fruits
- ❖ Frozen Desserts
- ❖ Canned Foods
- ❖ Beverages/Juices
- ❖ Boxed Foods
- ❖ Dried Beans/Rice/Fruit/nuts
- ❖ Pastas
- ❖ Dairy Products
- ❖ Staples/Spices
- ❖ Frozen Foods
- ❖ Pet Foods
- ❖ Junk Food
- ❖ Cleaning Products
- ❖ Personal Products
- ❖ Miscellaneous Products

PANTRY LIST

- 1. Baking Supplies:** Baking powder, Baking soda, Sea salt, Cocoa or carob, Whole wheat flour, Gluten (helps make bread rise better), Whole oats, Cornmeal, Whole grain pancake mix, Pure vanilla extract
- 2. Breads:** Whole wheat bread, potato bread, Tortillas, corn, Bagels
- 3. Cereals:** Cream of Wheat, Cheerios, etc
- 4. Canned goods:** Tomato puree, Diced tomatoes, Whole stewed tomatoes, Tomato paste, Pumpkin puree, Pineapple, Apple sauce, Evaporated milk, Tuna, Green chilies, Beans, Salsas, Pickles
- 5. Condiments:** Vinegars: rice wine, red wine, balsamic, apple cider, Soy sauce, Sesame oil, Ketchup, Mustards, Honey, Jams, Peanut butter, Tahini
- 6. Seasonings:** Pepper corns, Nutmeg nuts (use a grinder), Garlic powder (NOT salt), Tarragon, Rosemary, Bay leaves, Basil, Sage, Thyme, Ginger, Cloves, Mace, Curry powder
- 7. Prepackaged stuff:** Macaroni and cheese, Legumes, Grains, Pasta, Beans, Brown rice (short and long grain), Cous cous
- 8. Pantry veggies:** Potatoes, Onions, Sweet potatoes, Garlic, other in season veggies
- 9. Refrigerator:** Milk, Butter, Eggs, Cheeses, Yogurt, Cold-pressed oils (I have olive oil and safflower), Flax seeds, Yeast, Mayonnaise, Worcestershire sauce
- 10. Freezer:** Chicken, Beef, Frozen vegetables, Frozen fruits & overripe bananas, Juices
- 11. Vegetable & fruit baskets:** Bananas, Carrots, and more.

11 Points to Preparedness for Evacuation

- 1. PEOPLE:** Have a plan for getting out of the house and make sure everyone knows it. Have an emergency bag of food and water for your family. Include wholesome snacks and treats for the children: dried fruit, nuts, peanut butter, crackers and granola bars.
- 2. PETS:** Keep pet carriers and leashes readily available to lead pets to safety. Also take pet food with you.
- 3. PICTURES:** Keep negatives or CDs of pictures in a lock box or at a family member's home. Have picture albums in one place ready to grab and go at a moment's notice.
- 4. PAPERS:** Have all your important papers in a lock box at a bank and only keep copies at the house. This keeps you from panicking. If you have them at home then put them in a folder that you can easily grab if you have to move fast. Color code it so you can find it!
- 5. PRESCRIPTIONS:** Take your medications with you. Don't forget the ones that have to be refrigerated like insulin. Have small ice chest and cold packs readily accessible to pack and go. If you have babies; remember their formula or medications.
- 6. PURSES and PETROL:** This is where you keep your identification, credit cards and cash. Keep a stash of cash for emergencies and grab it. You may not be able to use an ATM in the event of a power outage. Make sure your car always has a half a tank of gas.
- 7. PROPER CLOTHES and COMFORT ITEMS:** According to the weather conditions; gather up a change of clothes along with outer clothing: coats, rain gear, boots, gloves and hats. If you have babies remember diapers. Remember to grab

your children's favorite blanket, stuffed animal or toy. A game or a deck of cards could keep them occupied and calm too.

8. **PLANNER/CALENDAR/CONTROL**

JOURNAL: These documents have all the information you will need from phone numbers, insurance numbers and important dates. They are small and filled with things you don't have to try to remember.

9. **PERSONAL PROTECTION:** Many of us still have that time of the month. Be sure and grab a box of your preferred protection. It may be hard to find if you have been evacuated. Stress can cause our bodies to do strange things too. So be prepared. Take medication for cramps too.

10. **PHONES and RADIOS:** Many of us have cell phones now. Always keep them charged up and have a charger in the car or an extra battery. They may not work in the event of power outages, but then they might. Know which local radio station has

emergency bulletins. Keep your battery powered radio tuned to that local station and have plenty of batteries for it.

11. **PATIENCE:** This is one of the most important things to pack. Keep it inside of you so that you have a clear calm head. Having your P's to Preparedness list guiding you will keep you patient. In the event of an evacuation there will be lots of displaced people. Being patient will make things less stressful. Your children need to see you calm and collected. This will help keep them calm too.