The 10-MINUTE METHOD

ONE TIMER, FOUR STEPS, IN ORDER

1 CLEAR THE SURFACES — MINUTE 1

The counter, the table, the couch, the entry. Put things back, or drop them in the goes-home basket.



2 TODAY'S CLEANING LINE — MINUTES 2 TO 6

One task from the weekly cleaning schedule, five minutes, nothing else.



3 ONE MUST-DO — MINUTES 7 TO 9

One step on a must-do from the Weekly Reset: make the call, sign the form or pay the bill. Or do one item from this week's zone list.



4 SET UP TOMORROW — MINUTE 10

Keys at the launch spot by the door, the bag beside them, lunch packed or set out.



THE DAILY MINIMUM Stays outside the timer: dishes, counters, one load of laundry, five minutes on the floors.

◆ MONDAY MORNING

Clear the breakfast table. Sweep the kitchen floor, Monday's line. Book the oil change, one of the week's must-dos. Leave only the keys and bag at the launch spot.

◆ THURSDAY EVENING

Clear the counter. Toss old food and take out the bins, Thursday's line. Pay the water bill. Pack tomorrow's lunch and put the bag by the door.

◆ SATURDAY

Clear the table and the entry. Zone work is Saturday's line: start at the top of this week's zone list. Do the next item down the zone list. Put the shoes and bags back by the door.

◆ HOW TO USE

Pick a time that comes every day, such as after breakfast or after dinner. Tick the day's circle at the bottom of this page when the block is done. Use each cleaner as its label says; never mix two products.

THIS WEEK

M	T	W	T	F	S	S
○	○	○	○	○	○	○

Week of _____

A day with no tick just stays blank.

ORDERLY WEEK

orderlyweek.com

© 2026 Orderly Week. Home use only.

The 10-MINUTE METHOD

FOUR BOXES, TEN MINUTES, TICK AS YOU GO

1 CLEAR THE SURFACES

Minute 1

- [ ] The counter, the table, the couch, the entry
- [ ] Put things back
- [ ] Or drop them in the goes-home basket

2 TODAY'S CLEANING LINE

Minutes 2 to 6

- [ ] One task from the weekly cleaning schedule
- [ ] Five minutes, nothing else

3 ONE MUST-DO

Minutes 7 to 9

- [ ] Make the call, sign the form or pay the bill
- [ ] Or one item from this week's zone list

4 SET UP TOMORROW

Minute 10

- [ ] Keys at the launch spot by the door
- [ ] The bag beside them
- [ ] Lunch packed or set out

OUTSIDE THE TIMER

The daily minimum

- [ ] Dishes
- [ ] Counters
- [ ] One load of laundry
- [ ] Five minutes on the floors

◆ HOW TO USE

Pick a time that comes every day, such as after breakfast or after dinner. Tick the day's circle at the bottom of this page when the block is done. Use each cleaner as its label says; never mix two products.

◆ MONDAY MORNING

Clear the breakfast table. Sweep the kitchen floor, Monday's line. Book the oil change, one of the week's must-dos. Leave only the keys and bag at the launch spot.

◆ THURSDAY EVENING

Clear the counter. Toss old food and take out the bins, Thursday's line. Pay the water bill. Pack tomorrow's lunch and put the bag by the door.

◆ SATURDAY

Clear the table and the entry. Zone work is Saturday's line: start at the top of this week's zone list. Do the next item down the zone list. Put the shoes and bags back by the door.

THIS WEEK

○ M ○ T ○ W ○ T ○ F ○ S ○ S

Week of _____

A day with no tick just stays blank.

ORDERLY WEEK

orderlyweek.com

© 2026 Orderly Week. Home use only.

The 10-Minute METHOD

ONE TIMER, FOUR STEPS, IN ORDER

1 CLEAR THE SURFACES — MINUTE 1

The counter, the table, the couch, the entry. Put things back, or drop them in the goes-home basket.



2 TODAY'S CLEANING LINE — MINUTES 2 TO 6

One task from the weekly cleaning schedule, five minutes, nothing else.



3 ONE MUST-DO — MINUTES 7 TO 9

One step on a must-do from the Weekly Reset: make the call, sign the form or pay the bill. Or do one item from this week's zone list.



4 SET UP TOMORROW — MINUTE 10

Keys at the launch spot by the door, the bag beside them, lunch packed or set out.



THE DAILY MINIMUM Stays outside the timer: dishes, counters, one load of laundry, five minutes on the floors.

MONDAY MORNING

Clear the breakfast table. Sweep the kitchen floor, Monday's line. Book the oil change, one of the week's must-dos. Leave only the keys and bag at the launch spot.

THURSDAY EVENING

Clear the counter. Toss old food and take out the bins, Thursday's line. Pay the water bill. Pack tomorrow's lunch and put the bag by the door.

SATURDAY

Clear the table and the entry. Zone work is Saturday's line: start at the top of this week's zone list. Do the next item down the zone list. Put the shoes and bags back by the door.

HOW TO USE

Pick a time that comes every day, such as after breakfast or after dinner. Tick the day's circle at the bottom of this page when the block is done. Use each cleaner as its label says; never mix two products.

THIS WEEK

○ M ○ T ○ W ○ T ○ F ○ S ○ S

Week of _____

A DAY WITH NO TICK JUST STAYS BLANK.

ORDERLY WEEK

orderlyweek.com

© 2026 Orderly Week. Home use only.

10-Minute METHOD

A day with no tick just stays blank.

Simple Enough for Every Day

1 

Clear the surfaces — MINUTE 1

→ The counter, the table, the couch, the entry. Put things back, or drop them in the goes-home basket.

2 

Today's cleaning line — MINUTES 2 TO 6

→ One task from the weekly cleaning schedule, five minutes, nothing else.

3 

One must-do — MINUTES 7 TO 9

→ One step on a must-do from the Weekly Reset: make the call, sign the form or pay the bill. Or do one item from this week's zone list.

4 

Set up tomorrow — MINUTE 10

→ Keys at the launch spot by the door, the bag beside them, lunch packed or set out.

5 

The daily minimum

→ Stays outside the timer: dishes, counters, one load of laundry, five minutes on the floors.

MONDAY MORNING

Clear the breakfast table. Sweep the kitchen floor, Monday's line. Book the oil change, one of the week's must-dos. Leave only the keys and bag at the launch spot.

THURSDAY EVENING

Clear the counter. Toss old food and take out the bins, Thursday's line. Pay the water bill. Pack tomorrow's lunch and put the bag by the door.

SATURDAY

Clear the table and the entry. Zone work is Saturday's line: start at the top of this week's zone list. Do the next item down the zone list. Put the shoes and bags back by the door.

HOW TO USE

Pick a time that comes every day, such as after breakfast or after dinner. Tick the day's circle at the bottom of this page when the block is done. Use each cleaner as its label says; never mix two products.

THIS WEEK

○ M ○ T ○ W ○ T ○ F ○ S ○ S

Week of _____

© 2026 Orderly Week. Home use only.

10-MINUTE *Method*

4 Boxes, One Block a Day



1 CLEAR THE SURFACES

Minute 1

- [ ] The counter, the table, the couch, the entry
- [ ] Put things back
- [ ] Or drop them in the goes-home basket



2 TODAY'S CLEANING LINE

Minutes 2 to 6

- [ ] One task from the weekly cleaning schedule
- [ ] Five minutes, nothing else



3 ONE MUST-DO

Minutes 7 to 9

- [ ] Make the call, sign the form or pay the bill
- [ ] Or one item from this week's zone list



4 SET UP TOMORROW

Minute 10

- [ ] Keys at the launch spot by the door
- [ ] The bag beside them
- [ ] Lunch packed or set out

OUTSIDE THE TIMER

The daily minimum

- [ ] Dishes
- [ ] Counters
- [ ] One load of laundry
- [ ] Five minutes on the floors

◆ HOW TO USE

Pick a time that comes every day, such as after breakfast or after dinner. Tick the day's circle at the bottom of this page when the block is done. Use each cleaner as its label says; never mix two products.

◆ MONDAY MORNING

Clear the breakfast table. Sweep the kitchen floor, Monday's line. Book the oil change, one of the week's must-dos. Leave only the keys and bag at the launch spot.

◆ THURSDAY EVENING

Clear the counter. Toss old food and take out the bins, Thursday's line. Pay the water bill. Pack tomorrow's lunch and put the bag by the door.

◆ SATURDAY

Clear the table and the entry. Zone work is Saturday's line: start at the top of this week's zone list. Do the next item down the zone list. Put the shoes and bags back by the door.

THIS WEEK

○ M ○ T ○ W ○ T ○ F ○ S ○ S

Week of _____

A day with no tick just stays blank.

ORDERLY WEEK

orderlyweek.com

© 2026 Orderly Week. Home use only.

10-Minute METHOD

★ FOUR BOXES, TEN MINUTES, TICK AS YOU GO ★

1 CLEAR THE SURFACES

Minute 1

- [ ] The counter, the table, the couch, the entry
- [ ] Put things back
- [ ] Or drop them in the goes-home basket

2 TODAY'S CLEANING LINE

Minutes 2 to 6

- [ ] One task from the weekly cleaning schedule
- [ ] Five minutes, nothing else

3 ONE MUST-DO

Minutes 7 to 9

- [ ] Make the call, sign the form or pay the bill
- [ ] Or one item from this week's zone list

4 SET UP TOMORROW

Minute 10

- [ ] Keys at the launch spot by the door
- [ ] The bag beside them
- [ ] Lunch packed or set out

OUTSIDE THE TIMER

The daily minimum

- [ ] Dishes
- [ ] Counters
- [ ] One load of laundry
- [ ] Five minutes on the floors

◆ HOW TO USE

Pick a time that comes every day, such as after breakfast or after dinner. Tick the day's circle at the bottom of this page when the block is done. Use each cleaner as its label says; never mix two products.

◆ MONDAY MORNING

Clear the breakfast table. Sweep the kitchen floor, Monday's line. Book the oil change, one of the week's must-dos. Leave only the keys and bag at the launch spot.

◆ THURSDAY EVENING

Clear the counter. Toss old food and take out the bins, Thursday's line. Pay the water bill. Pack tomorrow's lunch and put the bag by the door.

◆ SATURDAY

Clear the table and the entry. Zone work is Saturday's line: start at the top of this week's zone list. Do the next item down the zone list. Put the shoes and bags back by the door.

THIS WEEK

M	T	W	T	F	S	S
○	○	○	○	○	○	○

Week of _____

A day with no tick just stays blank.

ORDERLY WEEK

orderlyweek.com

© 2026 Orderly Week. Home use only.

THE 10-MINUTE *Method*

ONE TIMER, FOUR STEPS, IN ORDER

1 **CLEAR THE SURFACES** MINUTE 1

The counter, the table, the couch, the entry. Put things back, or drop them in the goes-home basket.



2 **TODAY'S CLEANING LINE** MINUTES 2 TO 6

One task from the weekly cleaning schedule, five minutes, nothing else.



3 **ONE MUST-DO** MINUTES 7 TO 9

One step on a must-do from the Weekly Reset: make the call, sign the form or pay the bill. Or do one item from this week's zone list.



4 **SET UP TOMORROW** MINUTE 10

Keys at the launch spot by the door, the bag beside them, lunch packed or set out.



THE DAILY MINIMUM Stays outside the timer: dishes, counters, one load of laundry, five minutes on the floors.

MONDAY MORNING

Clear the breakfast table. Sweep the kitchen floor, Monday's line. Book the oil change, one of the week's must-dos. Leave only the keys and bag at the launch spot.

THURSDAY EVENING

Clear the counter. Toss old food and take out the bins, Thursday's line. Pay the water bill. Pack tomorrow's lunch and put the bag by the door.

SATURDAY

Clear the table and the entry. Zone work is Saturday's line: start at the top of this week's zone list. Do the next item down the zone list. Put the shoes and bags back by the door.

HOW TO USE

Pick a time that comes every day, such as after breakfast or after dinner. Tick the day's circle at the bottom of this page when the block is done. Use each cleaner as its label says; never mix two products.

THIS WEEK

M	T	W	T	F	S	S
○	○	○	○	○	○	○

Week of _____

A day with no tick just stays blank.

ORDERLY WEEK

orderlyweek.com

© 2026 Orderly Week. Home use only.



10-MINUTE METHOD

Four boxes, ten minutes, tick as you go



1 CLEAR THE SURFACES



Minute 1

- ○ The counter, the table, the couch, the entry
- ○ Put things back
- ○ Or drop them in the goes-home basket

2 TODAY'S CLEANING LINE



Minutes 2 to 6

- ○ One task from the weekly cleaning schedule
- ○ Five minutes, nothing else

3 ONE MUST-DO



Minutes 7 to 9

- ○ Make the call, sign the form or pay the bill
- ○ Or one item from this week's zone list

4 SET UP TOMORROW



Minute 10

- ○ Keys at the launch spot by the door
- ○ The bag beside them
- ○ Lunch packed or set out

OUTSIDE THE TIMER



The daily minimum

- ○ Dishes
- ○ Counters
- ○ One load of laundry
- ○ Five minutes on the floors

◆ HOW TO USE

Pick a time that comes every day, such as after breakfast or after dinner. Tick the day's circle at the bottom of this page when the block is done. Use each cleaner as its label says; never mix two products.

◆ MONDAY MORNING

Clear the breakfast table. Sweep the kitchen floor, Monday's line. Book the oil change, one of the week's must-dos. Leave only the keys and bag at the launch spot.

◆ THURSDAY EVENING

Clear the counter. Toss old food and take out the bins, Thursday's line. Pay the water bill. Pack tomorrow's lunch and put the bag by the door.

◆ SATURDAY

Clear the table and the entry. Zone work is Saturday's line: start at the top of this week's zone list. Do the next item down the zone list. Put the shoes and bags back by the door.

THIS WEEK

○ M	○ T	○ W	○ T	○ F	○ S	○ S

Week of _____

A day with no tick just stays blank.

ORDERLY WEEK

orderlyweek.com

© 2026 Orderly Week. Home use only.

The 10-Minute Method

Four Boxes, One Timer

1 CLEAR THE SURFACES

Minute 1

- ○ The counter, the table, the couch, the entry
- ○ Put things back
- ○ Or drop them in the goes-home basket

2 TODAY'S CLEANING LINE

Minutes 2 to 6

- ○ One task from the weekly cleaning schedule
- ○ Five minutes, nothing else

3 ONE MUST-DO

Minutes 7 to 9

- ○ Make the call, sign the form or pay the bill
- ○ Or one item from this week's zone list

4 SET UP TOMORROW

Minute 10

- ○ Keys at the launch spot by the door
- ○ The bag beside them
- ○ Lunch packed or set out

OUTSIDE THE TIMER

The daily minimum

- ○ Dishes
- ○ Counters
- ○ One load of laundry
- ○ Five minutes on the floors

HOW TO USE

Pick a time that comes every day, such as after breakfast or after dinner. Tick the day's circle at the bottom of this page when the block is done. Use each cleaner as its label says; never mix two products.

MONDAY MORNING

Clear the breakfast table. Sweep the kitchen floor, Monday's line. Book the oil change, one of the week's must-dos. Leave only the keys and bag at the launch spot.

THURSDAY EVENING

Clear the counter. Toss old food and take out the bins, Thursday's line. Pay the water bill. Pack tomorrow's lunch and put the bag by the door.

SATURDAY

Clear the table and the entry. Zone work is Saturday's line: start at the top of this week's zone list. Do the next item down the zone list. Put the shoes and bags back by the door.

THIS WEEK

○ M	○ T	○ W	○ T	○ F	○ S	○ S

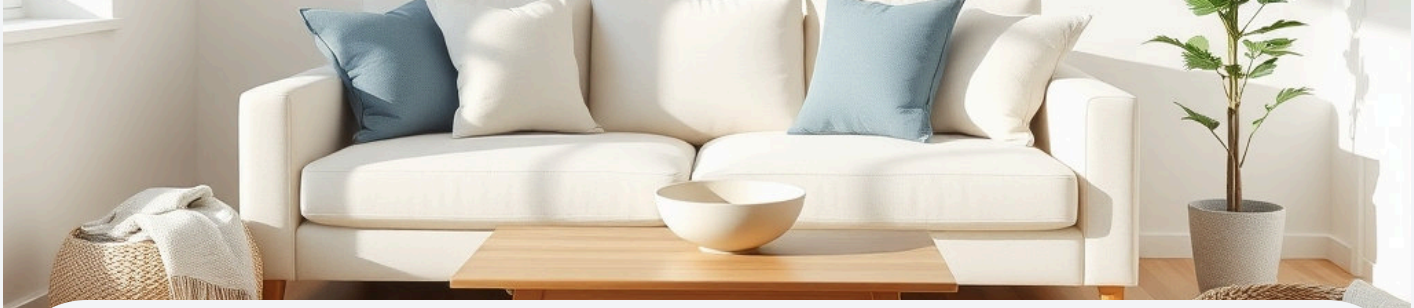
Week of _____

A day with no tick just stays blank.

ORDERLY WEEK

orderlyweek.com

© 2026 Orderly Week. Home use only.



ONE TIMER, FOUR STEPS, IN ORDER

The 10-Minute Method

1 CLEAR THE SURFACES — MINUTE 1

The counter, the table, the couch, the entry. Put things back, or drop them in the goes-home basket.

2 TODAY'S CLEANING LINE — MINUTES 2 TO 6

One task from the weekly cleaning schedule, five minutes, nothing else.

3 ONE MUST-DO — MINUTES 7 TO 9

One step on a must-do from the Weekly Reset: make the call, sign the form or pay the bill. Or do one item from this week's zone list.

4 SET UP TOMORROW — MINUTE 10

Keys at the launch spot by the door, the bag beside them, lunch packed or set out.

THE DAILY MINIMUM Stays outside the timer: dishes, counters, one load of laundry, five minutes on the floors.

MONDAY MORNING

Clear the breakfast table. Sweep the kitchen floor, Monday's line. Book the oil change, one of the week's must-dos. Leave only the keys and bag at the launch spot.

THURSDAY EVENING

Clear the counter. Toss old food and take out the bins, Thursday's line. Pay the water bill. Pack tomorrow's lunch and put the bag by the door.

SATURDAY

Clear the table and the entry. Zone work is Saturday's line: start at the top of this week's zone list. Do the next item down the zone list. Put the shoes and bags back by the door.

HOW TO USE

Pick a time that comes every day, such as after breakfast or after dinner. Tick the day's circle at the bottom of this page when the block is done. Use each cleaner as its label says; never mix two products.

THIS WEEK

○ M ○ T ○ W ○ T ○ F ○ S ○ S

Week of _____

A day with no tick just stays blank.

ORDERLY WEEK

orderlyweek.com

© 2026 Orderly Week. Home use only.

FOUR BOXES, TEN MINUTES, TICK AS YOU GO

10-MINUTE METHOD

1 CLEAR THE SURFACES — MINUTE 1

- ○ The counter, the table, the couch, the entry
- ○ Or drop them in the goes-home basket
- ○ Put things back



2 TODAY'S CLEANING LINE — MINUTES 2 TO 6

- ○ One task from the weekly cleaning schedule
- ○ Five minutes, nothing else



3 ONE MUST-DO — MINUTES 7 TO 9

- ○ Make the call, sign the form or pay the bill
- ○ Or one item from this week's zone list



4 SET UP TOMORROW — MINUTE 10

- ○ Keys at the launch spot by the door
- ○ Lunch packed or set out
- ○ The bag beside them



5 OUTSIDE THE TIMER — THE DAILY MINIMUM

- ○ Dishes
- ○ One load of laundry
- ○ Counters
- ○ Five minutes on the floors



MONDAY MORNING

Clear the breakfast table. Sweep the kitchen floor, Monday's line. Book the oil change, one of the week's must-dos. Leave only the keys and bag at the launch spot.

THURSDAY EVENING

Clear the counter. Toss old food and take out the bins, Thursday's line. Pay the water bill. Pack tomorrow's lunch and put the bag by the door.

SATURDAY

Clear the table and the entry. Zone work is Saturday's line: start at the top of this week's zone list. Do the next item down the zone list. Put the shoes and bags back by the door.

HOW TO USE

Pick a time that comes every day, such as after breakfast or after dinner. Tick the day's circle at the bottom of this page when the block is done. Use each cleaner as its label says; never mix two products.

THIS WEEK

○ M ○ T ○ W ○ T ○ F ○ S ○ S

Week of _____

A day with no tick just stays blank.

ORDERLY WEEK

orderlyweek.com

© 2026 Orderly Week. Home use only.

FOUR BOXES, TEN MINUTES, TICK AS YOU GO

10-MINUTE *Method*

1 Clear the surfaces

Minute 1

- [ ] The counter, the table, the couch, the entry
- [ ] Put things back
- [ ] Or drop them in the goes-home basket

2 Today's cleaning line

Minutes 2 to 6

- [ ] One task from the weekly cleaning schedule
- [ ] Five minutes, nothing else

3 One must-do

Minutes 7 to 9

- [ ] Make the call, sign the form or pay the bill
- [ ] Or one item from this week's zone list

4 Set up tomorrow

Minute 10

- [ ] Keys at the launch spot by the door
- [ ] The bag beside them
- [ ] Lunch packed or set out

OUTSIDE THE TIMER

The daily minimum

- [ ] Dishes
- [ ] Counters
- [ ] One load of laundry
- [ ] Five minutes on the floors

HOW TO USE

Pick a time that comes every day, such as after breakfast or after dinner. Tick the day's circle at the bottom of this page when the block is done. Use each cleaner as its label says; never mix two products.

MONDAY MORNING

Clear the breakfast table. Sweep the kitchen floor, Monday's line. Book the oil change, one of the week's must-dos. Leave only the keys and bag at the launch spot.

THURSDAY EVENING

Clear the counter. Toss old food and take out the bins, Thursday's line. Pay the water bill. Pack tomorrow's lunch and put the bag by the door.

SATURDAY

Clear the table and the entry. Zone work is Saturday's line: start at the top of this week's zone list. Do the next item down the zone list. Put the shoes and bags back by the door.

WEEK OF _____

M	T	W	T	F	S	S
○	○	○	○	○	○	○

WEEK OF _____

M	T	W	T	F	S	S
○	○	○	○	○	○	○

WEEK OF _____

M	T	W	T	F	S	S
○	○	○	○	○	○	○

WEEK OF _____

M	T	W	T	F	S	S
○	○	○	○	○	○	○

A day with no tick just stays blank.

ORDERLY WEEK

orderlyweek.com

© 2026 Orderly Week. Home use only.

FOUR BOXES, TEN MINUTES, TICK AS YOU GO

THE 10-MINUTE METHOD

1 CLEAR THE SURFACES

Minute 1

- ○ The counter, the table, the couch, the entry
- ○ Put things back
- ○ Or drop them in the goes-home basket

2 TODAY'S CLEANING LINE

Minutes 2 to 6

- ○ One task from the weekly cleaning schedule
- ○ Five minutes, nothing else

3 ONE MUST-DO

Minutes 7 to 9

- ○ Make the call, sign the form or pay the bill
- ○ Or one item from this week's zone list

4 SET UP TOMORROW

Minute 10

- ○ Keys at the launch spot by the door
- ○ The bag beside them
- ○ Lunch packed or set out

OUTSIDE THE TIMER

The daily minimum

- ○ Dishes
- ○ Counters
- ○ One load of laundry
- ○ Five minutes on the floors

HOW TO USE

Pick a time that comes every day, such as after breakfast or after dinner. Tick the day's circle at the bottom of this page when the block is done. Use each cleaner as its label says; never mix two products.

MONDAY MORNING

Clear the breakfast table. Sweep the kitchen floor, Monday's line. Book the oil change, one of the week's must-dos. Leave only the keys and bag at the launch spot.

THURSDAY EVENING

Clear the counter. Toss old food and take out the bins, Thursday's line. Pay the water bill. Pack tomorrow's lunch and put the bag by the door.

SATURDAY

Clear the table and the entry. Zone work is Saturday's line: start at the top of this week's zone list. Do the next item down the zone list. Put the shoes and bags back by the door.

THIS WEEK

○ M ○ T ○ W ○ T ○ F ○ S ○ S

Week of _____

A day with no tick just stays blank.

ORDERLY WEEK

orderlyweek.com

© 2026 Orderly Week. Home use only.

The 10-Minute METHOD

FOUR BOXES, TEN MINUTES, TICK AS YOU GO

1 CLEAR THE SURFACES

Minute 1

- [ ] The counter, the table, the couch, the entry
- [ ] Put things back
- [ ] Or drop them in the goes-home basket

2 TODAY'S CLEANING LINE

Minutes 2 to 6

- [ ] One task from the weekly cleaning schedule
- [ ] Five minutes, nothing else

3 ONE MUST-DO

Minutes 7 to 9

- [ ] Make the call, sign the form or pay the bill
- [ ] Or one item from this week's zone list

4 SET UP TOMORROW

Minute 10

- [ ] Keys at the launch spot by the door
- [ ] The bag beside them
- [ ] Lunch packed or set out

OUTSIDE THE TIMER

The daily minimum

- [ ] Dishes
- [ ] Counters
- [ ] One load of laundry
- [ ] Five minutes on the floors

HOW TO USE

Pick a time that comes every day, such as after breakfast or after dinner. Tick the day's circle at the bottom of this page when the block is done. Use each cleaner as its label says; never mix two products.

MONDAY MORNING

Clear the breakfast table. Sweep the kitchen floor, Monday's line. Book the oil change, one of the week's must-dos. Leave only the keys and bag at the launch spot.

THURSDAY EVENING

Clear the counter. Toss old food and take out the bins, Thursday's line. Pay the water bill. Pack tomorrow's lunch and put the bag by the door.

SATURDAY

Clear the table and the entry. Zone work is Saturday's line: start at the top of this week's zone list. Do the next item down the zone list. Put the shoes and bags back by the door.

THIS WEEK

○ M ○ T ○ W ○ T ○ F ○ S ○ S

Week of _____

A DAY WITH NO TICK JUST STAYS BLANK.

ORDERLY WEEK

orderlyweek.com

© 2026 Orderly Week. Home use only.

10-Minute METHOD

★ ONE TIMER, FOUR STEPS, IN ORDER ★

1 CLEAR THE SURFACES — MINUTE 1

The counter, the table, the couch, the entry. Put things back, or drop them in the goes-home basket.



2 TODAY'S CLEANING LINE — MINUTES 2 TO 6

One task from the weekly cleaning schedule, five minutes, nothing else.



3 ONE MUST-DO — MINUTES 7 TO 9

One step on a must-do from the Weekly Reset: make the call, sign the form or pay the bill. Or do one item from this week's zone list.



4 SET UP TOMORROW — MINUTE 10

Keys at the launch spot by the door, the bag beside them, lunch packed or set out.



THE DAILY MINIMUM Stays outside the timer: dishes, counters, one load of laundry, five minutes on the floors.

MONDAY MORNING

Clear the breakfast table. Sweep the kitchen floor, Monday's line. Book the oil change, one of the week's must-dos. Leave only the keys and bag at the launch spot.

THURSDAY EVENING

Clear the counter. Toss old food and take out the bins, Thursday's line. Pay the water bill. Pack tomorrow's lunch and put the bag by the door.

SATURDAY

Clear the table and the entry. Zone work is Saturday's line: start at the top of this week's zone list. Do the next item down the zone list. Put the shoes and bags back by the door.

HOW TO USE

Pick a time that comes every day, such as after breakfast or after dinner. Tick the day's circle at the bottom of this page when the block is done. Use each cleaner as its label says; never mix two products.

THIS WEEK

M	T	W	T	F	S	S
○	○	○	○	○	○	○

Week of _____

A day with no tick just stays blank.

ORDERLY WEEK

orderlyweek.com

© 2026 Orderly Week. Home use only.