Orderly Week

Starter Kit

Pages from the Orderly Week Home System: the weekly pages, two zone checklists and the house lists.

One Weekly Reset sets the week, and one 10-minute block each day keeps it moving.



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Start here

- [ ] 1 Read pages 2 and 3: the Weekly Reset and the 10-Minute Method.
- [ ] 2 Pick your Reset day, your time for the daily block and your launch spot, and write them below.
- [ ] 3 Write your cleaning lines on page 7 and the rooms of each zone on page 8.
- [ ] 4 Print the kit once at actual size. Each week, print pages 2 to 5; 4 and 5 can share a sheet.
- [ ] 5 Do your first Weekly Reset, with Kitchen as the zone.

Your Reset day _____ *Your time for the daily block* _____ *Your launch spot* _____

Kitchen and Bathrooms have full checklists here. Clean the other three zones high to low, far side to the door, floor last. Their checklists, and any page marked Home System, are in the Home System.

PRINTABLE · UNDATED · US LETTER 14 PAGES

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The Weekly Reset

Do the Reset once a week, on the same day, before you fill in the planner. Allow about 20 minutes. If the day slips, do it the next day you can, and go back to the usual day the week after.

Work down the five questions and tick each one. Read all five before you write the must-dos: the due dates and last week's carry-over often supply one. Stop at three, the things that have to happen this week, and give each one a day on the planner.

Questions 2 to 4 send you to the house lists: the Zone rotation, Pantry and supplies, and Household admin (pages 8, 12 and 13). Question 3 covers the fridge and freezer too (Home System page 21). One must-do is this week's line on the season's page (Home System pages 16 to 19), from the Seasonal home checklist (page 11). Question 4 covers the month page too (Home System pages 27 to 38).

The five reset questions

- [ ] What are the three things that must happen this week?
- [ ] Which zone is due? Read it off the Zone rotation and write it below.
- [ ] What ran out? Mark the Need column on the Pantry and supplies list.
- [ ] What is due or expiring? Read the Due column on the Household admin page.
- [ ] What did last week carry over? Read the notes for next Reset box.

Must-do 1	*Must-do 2*	*Must-do 3*

> *Example: question 4 turns up the car registration, due next Friday, and question 5 finds the library books in last week's notes. A spring Reset adds the gutters, that week's season job. That makes three must-dos.*

Zone of the week	*Carried over from last week*

Notes for the week

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The 10-Minute Method

Set a timer for 10 minutes and do the four steps in order. Each step has its own slice of the time. When the timer ends, stop, even if a task is only half done.

Pick a time that comes every day, such as after breakfast or after dinner. Tick the day's box at the bottom of this page when the block is done. A day with no tick just stays blank.

1

Minute 1: start the timer and clear the surfaces in the rooms people walk through, such as the kitchen counter, the table, the couch and the entry. Put back what is out of place, or drop it in the goes-home basket to put away later.

2

Minutes 2 to 6: do today's cleaning line from the Weekly cleaning line (page 7). Spend these five minutes on that task and nothing else.

3

Minutes 7 to 9: take one step on a must-do, one of the three things picked at the Weekly Reset. Make the call, sign the form, or pay the bill. Or do one item from this week's zone list instead.

4

Minute 10: reset tomorrow's launch spot, the place near the door where things wait to leave the house. Put the keys there, set the bag beside them, and pack the lunch or set out what it needs.

> The daily minimum is not part of the block: dishes, counters, one load of laundry, and five minutes on the floors. These are the jobs most days bring anyway. Do them as they come up, like dishes after a meal.

	MINUTE 1	MINUTES 2 TO 6	MINUTES 7 TO 9	MINUTE 10
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.*

Mon	Tue	Wed	Thu	Fri	Sat	Sun
☐	☐	☐	☐	☐	☐	☐

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Weekly planner: Monday to Thursday

Fill in the planner straight after the Weekly Reset. Give each of the week's three must-dos a day that suits it. Write the day's one must-do on the top line first, then appointments. Everything else is optional: a note, a reminder, a list. If a day fills up, the top line still comes first.

Each day's cleaning line comes from the Weekly cleaning line (page 7). Copy it in under the appointments, or read it off page 7. A sample Tuesday: top line, return the library books. Under it, piano lesson at 4:30. Cleaning line: bathrooms, quick.

Monday	Tuesday	Wednesday	Thursday
Today's one must-do	*Today's one must-do*	*Today's one must-do*	*Today's one must-do*

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Weekly planner: Friday to Sunday

The same rules as Monday to Thursday: the day's one must-do on the top line, appointments next, everything else optional.

On the last day before your next Reset, look at what did not get done. Move each unfinished item into the notes for next Reset box, not onto tomorrow. The next Weekly Reset reads the box when it asks what last week carried over.

Print pages 4 and 5 as a pair, one pair for each week. They have no dates, so a pair you did not use fits any later week.

Friday	Saturday	Sunday	*Notes for next Reset*
Today's one must-do	*Today's one must-do*	*Today's one must-do*	

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When the week falls apart

When the planner has sat shut for a week or more, come back with these four rules.

1. **Skip the missed week.** Leave its empty days blank, and do not try to fit last week's tasks into this one. Nothing is dated, so a missed week is skipped, not failed: planner pages printed for it fit any later week.

2. **Restart with one 10-minute block, not a full Reset.** On the day you come back, set the timer and do the four steps of the 10-Minute Method (page 3). The next Weekly Reset happens on its usual day.

3. **If two Resets are missed in a row, shrink the must-dos from three to one for a week.** Pick the one thing that has to happen and put it on the planner. The week after, go back to three.

4. **The zone rotation picks up where it stopped.** It does not jump ahead to catch up. If Bedrooms was due when the week fell apart, Bedrooms is due now. No zone gets skipped, and none gets done twice.

There is nothing to catch up on: no catch-up list and no make-up day. The zone list, the pantry list and the admin page keep their place while the planner is shut, and the next Reset reads them as usual.

Example: your Reset day is Wednesday, and last week went by with the planner shut. On Monday, leave last week's days blank and do one 10-minute block. Wednesday's Reset runs as usual. Bedrooms was due when things went wrong, so Bedrooms is still the zone.

NEXT WEEKLY RESET	ZONE DUE NOW	MUST-DOS AT THE NEXT RESET

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03 CLEANING

Weekly cleaning line

Each day gets one cleaning line: a single task, done in minutes 2 to 6 of the 10-minute block (page 3). Five minutes on it, then stop. Two days work differently. Your Reset day has no cleaning line: the Reset is that day's job. Zone work, on your least busy day, starts in the block and can go on after it ends.

Floors and bathrooms open the week, right after the weekend, when they have had the most use.

Make it fit your house. If trash day is Tuesday, swap fridge and bins with Monday's floors. If your least busy day is Wednesday, move zone work there. Keep one line per day, fill in the Your line column once, and read it off this page each day.

Your Reset day _____ *Your least busy day* _____ *Your trash day* _____

DAY	SAMPLE CLEANING SCHEDULE, RESET ON SUNDAY	YOUR LINE
Monday	Floors: sweep or vacuum the main rooms	
Tuesday	Bathrooms, quick: wipe the sink, the counter and the toilet	
Wednesday	Laundry fold: fold what is clean and put it away	
Thursday	Fridge and bins: toss old food, then take out the trash and recycling	
Friday	Surfaces and mirrors: dust and wipe the flat spots, then the mirrors	
Saturday	Zone work, from this week's zone list (page 8 says which zone)	
Sunday	No line: the Weekly Reset	

Daily minimum

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

> Do these as they come up, outside the 10-minute block (page 3).

Swaps and notes for your home

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03 CLEANING

Zone rotation

Deeper cleaning runs on a rotation. The house is split into five zones, and one zone is due each week, always in the same order: Kitchen. Bathrooms. Bedrooms. Living and entry. Laundry, storage and outdoors. After the fifth zone, start again with the kitchen.

Deep cleaning the whole house every week makes a long list. The rotation gives each week one zone, and the other four wait their turn.

At the Weekly Reset, find the next zone here and write it in the zone box on the Weekly Reset page (page 2). Zone work is the cleaning line for your least busy day (page 7). Start at the top of the zone's checklist page and work down. When the week ends, tick the zone under the current pass.

Rooms the zone names leave out, such as a home office or a playroom, join the zone they sit next to. Write them in once, in the second table.

The five-week loop: one tick column for each pass

WEEK	ZONE	PASS 1	PASS 2	PASS 3	PASS 4	PASS 5	PASS 6
Week 1	Kitchen	○	○	○	○	○	○
Week 2	Bathrooms	○	○	○	○	○	○
Week 3	Bedrooms	○	○	○	○	○	○
Week 4	Living and entry	○	○	○	○	○	○
Week 5	Laundry, storage and outdoors	○	○	○	○	○	○

Your zones: write in your rooms

ZONE	ROOMS AND SPACES
Kitchen	Kitchen, eating area, pantry
Bathrooms	Every bathroom and half bath
Bedrooms	Every bedroom, guest room too
Living and entry	Living room, hall, the launch spot
Laundry, storage and outdoors	Laundry area, closets, garage or shed, porch or yard

> *If the Bathrooms week is missed, Bathrooms stays due the next week and Bedrooms waits one more week. The loop runs a week later.*

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03 CLEANING

Zone 1: Kitchen

Work from the tops of the fridge and cabinets down to the floor, and from the far wall toward the door. The floor comes last, so crumbs fall on parts not yet wiped and you never cross a floor you just mopped.

Work down the list in the order printed. Tick one circle per pass, and do any jobs you add below before the floor. Log each pass, and print a new page after three. Use each cleaner as its label says, never mix two products, and open a window or run a fan while you clean.

Short week? Do only the lines marked 10-MIN, and give the floor a quick pass down the main path. They take about 10 minutes, so start them in the daily block and finish just after it.

Kitchen cleaning checklist: clear first, so every surface is ready to wipe.

- ○○○ Put away what is out on the counters 10-MIN
- ○○○ Do the dishes and empty the sink
- ○○○ Put what belongs elsewhere in the goes-home basket
- ○○○ Wipe the fridge top and the cabinet tops
- ○○○ Wipe the range hood; dust the light
- ○○○ Wipe the upper cabinet doors and backsplash
- ○○○ Clean the microwave, inside and out
- ○○○ Wipe the fridge door and its handles
- ○○○ Clean the stovetop 10-MIN
- ○○○ Wipe the counters, far end to the door 10-MIN
- ○○○ Scrub the sink and the faucet 10-MIN
- ○○○ Wipe lower cabinets, dishwasher and oven door
- ○○○ Empty the trash and recycling; new bags
- ○○○ Sweep or vacuum, then mop, to the door 10-MIN

JOBS TO ADD FOR YOUR HOME	PASS 1	PASS 2	PASS 3
	○	○	○
	○	○	○
	○	○	○

LOG OF PASSES	DATE	FULL LIST OR 10-MIN	NOTES FOR THE NEXT PASS
Pass 1			
Pass 2			
Pass 3			

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03 CLEANING

Zone 2: Bathrooms

Towels, mat and trash go out first, so nothing is in the way when you spray. The toilet bowl and the floor come last, then a clean towel, mat and bag on the way out. With more than one bathroom, do the full list in the one used most and the 10-MIN lines in the others.

Work down the list in the order printed. Tick one circle per pass, and do any jobs you add below before the floor. Log each pass, and print a new page after three. Use each cleaner as its label says, never mix two products, and open a window or run a fan while you clean.

Short week? Do only the lines marked 10-MIN, and give the floor a quick pass down the main path. They take about 10 minutes, so start them in the daily block and finish just after it.

Bathroom cleaning checklist: spray first, so the cleaner sits while you dust.

- ○○○ Take out the towels, bath mat and trash
- ○○○ Clear the counter and the edge of the tub
- ○○○ Spray the tub, shower and toilet bowl
- ○○○ Dust the light and the fan cover
- ○○○ Wipe the mirror top and the shelves
- ○○○ Clean the mirror 10-MIN
- ○○○ Scrub the shower walls, then the tub
- ○○○ Rinse; dry the faucet and handles
- ○○○ Wipe the counter; scrub the sink 10-MIN
- ○○○ Wipe the cabinet front below the sink
- ○○○ Toilet, top down: tank, lid, seat, base 10-MIN
- ○○○ Scrub the toilet bowl last 10-MIN
- ○○○ Wipe the floor, behind the toilet first 10-MIN
- ○○○ Put out a clean towel, mat and trash bag

JOBS TO ADD FOR YOUR HOME	PASS 1	PASS 2	PASS 3
	○	○	○
	○	○	○
	○	○	○

LOG OF PASSES	DATE	FULL LIST OR 10-MIN	NOTES FOR THE NEXT PASS
Pass 1			
Pass 2			
Pass 3			

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04 SEASONS

Seasonal home checklist

Air filters, gutters, the oven: some jobs come around only a few times a year. They wait here, by season, until a Weekly Reset gives one of them a week.

From the first Weekly Reset of each season, take one item a week from that season's column. Write it in as one of the week's three must-dos. When it is done, tick it here. A season has about 13 weeks, so one job a week leaves plenty of room. Each season's own page (Home System pages 16 to 19) gives every job its week.

Two jobs repeat all year. Change the air filter at least once a season, and sooner if it looks dirty. Test the smoke alarms every month: make it a must-do at the first Reset of each month. If a maker's guide says to do a job more often, follow the guide.

Book someone for the gutters or the dryer vent if you prefer. Drain the hoses before the first freeze, and clear the gutters again once the leaves are down. Pull out the fridge, or reach its coils, only if it moves easily. Use the washer's clean cycle if it has one, and wash pillows only if the label allows it.

Add your own jobs in the blank rows. Jobs with a set date, like a furnace check you have booked, go on the Household admin page (page 13) instead.

ALL YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Test the smoke alarms	○	○	○	○	○	○	○	○	○	○	○	○
Change the air filter, at least once a season	○	○	○	○	○	○	○	○	○	○	○	○

SPRING	SUMMER	FALL	WINTER
☐ Clear the gutters	☐ Clean dishwasher filter	☐ Drain and store hoses	☐ Deep clean the oven
☐ Set the hoses back out	☐ Wash out the trash cans	☐ Clear the gutters again	☐ Clean the washer
☐ Wash windows, inside	☐ Check window screens	☐ Clean the dryer vent	☐ Wipe out kitchen cabinets
☐ Vacuum behind the fridge	☐ Wipe ceiling fan blades	☐ Wash the bed pillows	☐ Sort the coat closet
☐ Wash the shower curtain	☐ Clean the range hood filter	☐ Wash the shower curtain again	☐ Clean the range hood filter again
☐ Wipe the baseboards	☐ Wash curtains or blinds	☐ Clean the window tracks	☐ Clean the vent covers
☐ Clean the light fixtures	☐ Wipe the outdoor furniture	☐ Vacuum the fridge coils	☐ Vacuum the mattress
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
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☐	☐	☐	☐
☐	☐	☐	☐

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Pantry and supplies

This list covers the kitchen cupboards and the cleaning cupboard, and it has one rule, the what-ran-out rule: mark the Need column only at the Weekly Reset. When the Reset asks what ran out, open the cupboards, look, and mark Need next to anything that is out or low. Have is for a count, if you keep one.

Then copy the shopping list straight from the Need column. The Where bought column says which store each item comes from, so you can split the list by store as you copy it (Home System page 22). Write the air filter size and the bulb type there too. Cross out a mark once the item is bought.

If something runs out midweek and cannot wait, buy it as usual. Everything else waits for the Reset. Cross out what you never buy, and add what you do in the blank rows.

KITCHEN	HAVE	NEED	WHERE BOUGHT
Flour		☐	
Sugar		☐	
Salt		☐	
Oil		☐	
Rice		☐	
Pasta		☐	
Oats		☐	
Canned tomatoes		☐	
Canned beans		☐	
Broth		☐	
Peanut butter		☐	
Coffee or tea		☐	
Spices you use most		☐	
		☐	
		☐	
		☐	
		☐	
		☐	
		☐	
		☐	
		☐	

SUPPLIES	HAVE	NEED	WHERE BOUGHT
Dish soap		☐	
Dishwasher soap		☐	
Laundry detergent		☐	
All-purpose cleaner		☐	
Sponges		☐	
Trash bags		☐	
Paper towels		☐	
Toilet paper		☐	
Hand soap		☐	
Batteries		☐	
Air filters		☐	
Light bulbs		☐	
		☐	
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		☐	

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Household admin

Write here anything with a date more than a week away: bills, renewals, appointments and forms, such as the car registration due in March, the dentist visit on the 14th, the home insurance that renews in the fall, or a passport or library card that will expire.

Anything due within the next week goes straight onto the planner, on its day. At the Weekly Reset, run a finger down the Due column: anything due in the coming week goes onto this week's planner, often as one of the three must-dos.

Give each regular bill one row, with the day it falls due each month, such as the 1st. When something is done, write the date in the Renewed column; a bill's amount and paid date go on Monthly bills (Home System page 24) instead. If it comes back, cross out the old due date and write in the next one. Use Notes for the phone number to call or who in the house handles it. Do not write passwords or full account numbers on this page.

The page has no month or year on it. The first rows are a start: cross out any that do not apply. Fill it once and keep using it: most rows come back each year.

ITEM	DUE	RENEWED	NOTES
Car registration			
Car insurance			
Home or renter's insurance			
Driver's licenses			
Passports			
Dentist visits			
Eye exams			
Vet visits			

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The four declutter questions

A small area is one drawer, shelf, bin or surface: whatever you can empty, sort and put back in 10 minutes. Take one small area at a time, once the day's 10-Minute Method is done.

Before the first area, find two bags and a basket: an out-the-door bag, a discard bag and the goes-home basket. Two paper grocery bags and a laundry basket do the job. Pick a box to be the maybe box, and a spot by the door where out-the-door bags wait.

Then empty the area and ask each item the four questions, in order. The first yes decides where it goes. Put back only what stays.

When the area is done, walk the goes-home basket around the house and put each thing where it lives, and take the discard bag out. An out-the-door bag leaves within seven days: give, donate, return or recycle it, and put the drop-off on the planner at the Weekly Reset. Check first what the drop-off place takes.

ASK IN ORDER	IF YES
Is it used, and does it live here?	It stays.
Is it used, but does it live somewhere else?	Goes-home basket.
Would someone else use it?	Out-the-door bag.
Is it broken or used up?	Discard or recycle, by local rules.
Still not sure? *The maybe box. Date it when it is full. What is still in it at the Weekly Reset four weeks later goes out the door.*	

Leave these out of the four questions: medicines; important papers such as IDs, contracts and records; paint, batteries and chemicals (follow the label); anything that belongs to someone else, unless they say yes.

Small areas to do next

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