Weekly CLEANING SCHEDULE

TEN MINUTES A DAY KEEPS THE WHOLE HOUSE MOVING

MONDAY — *Floors*

- [ ] Pick up what is on the floor
- [ ] Sweep the kitchen and entry
- [ ] Vacuum the rugs and main path
- [ ] Shake out the door mat

TUESDAY — *Bathrooms, quick*

- [ ] Wipe the sink and faucet
- [ ] Wipe the toilet, top down
- [ ] Wipe the counter
- [ ] Hang a fresh hand towel

WEDNESDAY — *Laundry fold*

- [ ] Fold what is clean
- [ ] Put it away, room by room
- [ ] Pair the socks
- [ ] Take the empty basket back

THURSDAY — *Fridge and bins*

- [ ] Toss old food and leftovers
- [ ] Empty the small bins
- [ ] Wipe one fridge shelf
- [ ] Take out trash and recycling

FRIDAY — *Surfaces and mirrors*

- [ ] Dust flat spots, high to low
- [ ] Wipe switches and handles
- [ ] Wipe the mirrors
- [ ] Clear and wipe the table

SATURDAY — *Zone work*

- [ ] Work down this week's zone, top first. Tick it when done.
  - [ ] Kitchen
  - [ ] Bathrooms
  - [ ] Bedrooms
  - [ ] Living and entry
  - [ ] Laundry, storage and outdoors

SUNDAY — *Weekly Reset*

- [ ] Pick three must-dos
- [ ] Mark what ran out
- [ ] Note which zone is due
- [ ] Check what is due or expiring

EVERY DAY, 10 MINUTES

Set a timer. Stop when it rings.

1 MIN	5 MIN	3 MIN	1 MIN
Clear the surfaces	**Today's list**, from the day above: top first, as far as five minutes go	One step on a must-do: a call, a form, a bill	Set up tomorrow

OUTSIDE THE TIMER Dishes · Counters · One load of laundry · Five minutes on the floors *(as they come up)*

HOW TO USE

Each day, set a 10-minute timer. Give five minutes to the day's list, top first, and stop when they're up. Tick the circle. Trash day on Tuesday? Swap Monday and Thursday. Reset another day? Swap it with Sunday. Use each cleaner as its label says; never mix two products.

NOTES AND SWAPS

Missed a day? Leave it blank.

ORDERLY WEEK

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Weekly
CLEANING SCHEDULE

FIVE WEEKS, A RING FOR EACH DAY

	MON *Floors*	TUE *Bathrooms, quick*	WED *Laundry fold*	THU *Fridge and bins*	FRI *Surfaces and mirrors*	SAT *Zone work*	SUN *Weekly Reset*	ZONE
WEEK OF _____	○	○	○	○	○	○	○	_____
WEEK OF _____	○	○	○	○	○	○	○	_____
WEEK OF _____	○	○	○	○	○	○	○	_____
WEEK OF _____	○	○	○	○	○	○	○	_____
WEEK OF _____	○	○	○	○	○	○	○	_____

EVERY DAY, 10 MINUTES
1 min Clear the surfaces · **5 min** Today's list
3 min One step on a must-do · **1 min** Set up tomorrow

OUTSIDE THE TIMER Dishes · Counters · One load of laundry · Five minutes on the floors (as they come up)

HOW TO USE

Each day, set a 10-minute timer. Give five minutes to the day's list, top first, and stop when they're up. Tick the circle. Trash day on Tuesday? Swap Monday and Thursday. Reset another day? Swap it with Sunday. Use each cleaner as its label says; never mix two products.

NOTES AND SWAPS

_____

_____

ZONE OF THE WEEK

- Kitchen
- Bathrooms
- Bedrooms
- Living and entry
- Laundry, storage and outdoors

Write this week's zone in its row.

Missed a day? Leave it blank.

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Weekly Cleaning SCHEDULE

TEN MINUTES A DAY KEEPS THE WHOLE HOUSE MOVING

MONDAY FLOORS	☐ Pick up what is on the floor ☐ Vacuum the rugs and main path ☐ Sweep the kitchen and entry ☐ Shake out the door mat	◯
TUESDAY BATHROOMS, QUICK	☐ Wipe the sink and faucet ☐ Wipe the counter ☐ Wipe the toilet, top down ☐ Hang a fresh hand towel	◯
WEDNESDAY LAUNDRY FOLD	☐ Fold what is clean ☐ Pair the socks ☐ Put it away, room by room ☐ Take the empty basket back	◯
THURSDAY FRIDGE AND BINS	☐ Toss old food and leftovers ☐ Wipe one fridge shelf ☐ Empty the small bins ☐ Take out trash and recycling	◯
FRIDAY SURFACES AND MIRRORS	☐ Dust flat spots, high to low ☐ Wipe the mirrors ☐ Wipe switches and handles ☐ Clear and wipe the table	◯
SATURDAY ZONE WORK	☐ Work down this week's zone, top first. Tick it when done. ☐ Kitchen ☐ Bathrooms ☐ Bedrooms ☐ Living and entry ☐ Laundry, storage and outdoors	◯
SUNDAY WEEKLY RESET	☐ Pick three must-dos ☐ Note which zone is due ☐ Mark what ran out ☐ Check what is due or expiring	◯

EVERY DAY, 10 MINUTES

Set a timer. Stop when it rings.

1 MIN	5 MIN	3 MIN	1 MIN
Clear the surfaces	**Today's list**, from the day above: top first, as far as five minutes go	One step on a must-do: a call, a form, a bill	Set up tomorrow

OUTSIDE THE TIMER Dishes · Counters · One load of laundry · Five minutes on the floors *(as they come up)*

HOW TO USE

Each day, set a 10-minute timer. Give five minutes to the day's list, top first, and stop when they're up. Tick the circle. Trash day on Tuesday? Swap Monday and Thursday. Reset another day? Swap it with Sunday. Use each cleaner as its label says; never mix two products.

NOTES AND SWAPS

MISSED A DAY? LEAVE IT BLANK.

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Weekly
CLEANING SCHEDULE
10 Minutes a Day, Then Stop

	MON *Floors*	TUE *Bathrooms, quick*	WED *Laundry fold*	THU *Fridge and bins*	FRI *Surfaces and mirrors*	SAT *Zone work*	SUN *Weekly Reset*	ZONE
WEEK OF _____	○	○	○	○	○	○	○	_____
WEEK OF _____	○	○	○	○	○	○	○	_____
WEEK OF _____	○	○	○	○	○	○	○	_____
WEEK OF _____	○	○	○	○	○	○	○	_____
WEEK OF _____	○	○	○	○	○	○	○	_____

EVERY DAY, 10 MINUTES **1 min** Clear the surfaces · **5 min** Today's list
3 min One step on a must-do · **1 min** Set up tomorrow

OUTSIDE THE TIMER Dishes · Counters · One load of laundry · Five minutes on the floors (as they come up)

◆ HOW TO USE

Each day, set a 10-minute timer. Give five minutes to the day's list, top first, and stop when they're up. Tick the circle. Trash day on Tuesday? Swap Monday and Thursday. Reset another day? Swap it with Sunday. Use each cleaner as its label says; never mix two products.

NOTES AND SWAPS

_____

_____

ZONE OF THE WEEK

- Kitchen
- Bathrooms
- Bedrooms
- Living and entry
- Laundry, storage and outdoors

Write this week's zone in its row.

Missed a day? Leave it blank.

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Weekly

CLEANING SCHEDULE

Missed a day? Leave it blank.

A Clean House, Day by Day

1 Monday — FLOORS

- [ ] Pick up what is on the floor
- [ ] Sweep the kitchen and entry
- [ ] Vacuum the rugs and main path
- [ ] Shake out the door mat

2 Tuesday — BATHROOMS, QUICK

- [ ] Wipe the sink and faucet
- [ ] Wipe the toilet, top down
- [ ] Wipe the counter
- [ ] Hang a fresh hand towel

3 Wednesday — LAUNDRY FOLD

- [ ] Fold what is clean
- [ ] Put it away, room by room
- [ ] Pair the socks
- [ ] Take the empty basket back

4 Thursday — FRIDGE AND BINS

- [ ] Toss old food and leftovers
- [ ] Empty the small bins
- [ ] Wipe one fridge shelf
- [ ] Take out trash and recycling

5 Friday — SURFACES AND MIRRORS

- [ ] Dust flat spots, high to low
- [ ] Wipe switches and handles
- [ ] Wipe the mirrors
- [ ] Clear and wipe the table

6 Saturday — ZONE WORK

→ Work down this week's zone, top first. Tick it when done.

- [ ] Kitchen
- [ ] Bedrooms
- [ ] Laundry, storage and outdoors
- [ ] Bathrooms
- [ ] Living and entry

7 Sunday — WEEKLY RESET

- [ ] Pick three must-dos
- [ ] Mark what ran out
- [ ] Note which zone is due
- [ ] Check what is due or expiring

HOW TO USE

Each day, set a 10-minute timer. Give five minutes to the day's list, top first, and stop when they're up. Tick the circle. Trash day on Tuesday? Swap Monday and Thursday. Reset another day? Swap it with Sunday. Use each cleaner as its label says; never mix two products.

NOTES AND SWAPS

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Weekly
CLEANING SCHEDULE

★ TEN MINUTES A DAY KEEPS THE WHOLE HOUSE MOVING ★

MONDAY — *Floors*

- [ ] Pick up what is on the floor
- [ ] Sweep the kitchen and entry
- [ ] Vacuum the rugs and main path
- [ ] Shake out the door mat

TUESDAY — *Bathrooms, quick*

- [ ] Wipe the sink and faucet
- [ ] Wipe the toilet, top down
- [ ] Wipe the counter
- [ ] Hang a fresh hand towel

WEDNESDAY — *Laundry fold*

- [ ] Fold what is clean
- [ ] Put it away, room by room
- [ ] Pair the socks
- [ ] Take the empty basket back

THURSDAY — *Fridge and bins*

- [ ] Toss old food and leftovers
- [ ] Empty the small bins
- [ ] Wipe one fridge shelf
- [ ] Take out trash and recycling

FRIDAY — *Surfaces and mirrors*

- [ ] Dust flat spots, high to low
- [ ] Wipe switches and handles
- [ ] Wipe the mirrors
- [ ] Clear and wipe the table

SATURDAY — *Zone work*

- [ ] Work down this week's zone, top first. Tick it when done.
  - [ ] Kitchen
  - [ ] Bathrooms
  - [ ] Bedrooms
  - [ ] Living and entry
  - [ ] Laundry, storage and outdoors

SUNDAY — *Weekly Reset*

- [ ] Pick three must-dos
- [ ] Mark what ran out
- [ ] Note which zone is due
- [ ] Check what is due or expiring

EVERY DAY, 10 MINUTES

Set a timer. Stop when it rings.

1 MIN	5 MIN	3 MIN	1 MIN
Clear the surfaces	**Today's list**, from the day above: top first, as far as five minutes go	One step on a must-do: a call, a form, a bill	Set up tomorrow

OUTSIDE THE TIMER Dishes · Counters · One load of laundry · Five minutes on the floors *(as they come up)*

HOW TO USE

Each day, set a 10-minute timer. Give five minutes to the day's list, top first, and stop when they're up. Tick the circle. Trash day on Tuesday? Swap Monday and Thursday. Reset another day? Swap it with Sunday. Use each cleaner as its label says; never mix two products.

NOTES AND SWAPS

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WEEKLY CLEANING *Schedule*

FIVE WEEKS, A RING FOR EACH DAY

	MON *Floors*	TUE *Bathrooms, quick*	WED *Laundry fold*	THU *Fridge and bins*	FRI *Surfaces and mirrors*	SAT *Zone work*	SUN *Weekly Reset*	ZONE
WEEK OF _____	○	○	○	○	○	○	○	_____
WEEK OF _____	○	○	○	○	○	○	○	_____
WEEK OF _____	○	○	○	○	○	○	○	_____
WEEK OF _____	○	○	○	○	○	○	○	_____
WEEK OF _____	○	○	○	○	○	○	○	_____

EVERY DAY, 10 MINUTES **1 min** Clear the surfaces · **5 min** Today's list
3 min One step on a must-do · **1 min** Set up tomorrow

OUTSIDE THE TIMER Dishes · Counters · One load of laundry · Five minutes on the floors (as they come up)

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NOTES AND SWAPS

_____

_____

ZONE OF THE WEEK

- Kitchen
- Bathrooms
- Bedrooms
- Living and entry
- Laundry, storage and outdoors

Write this week's zone in its row.

Missed a day? Leave it blank.

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WEEKLY
CLEANING SCHEDULE

Ten minutes a day keeps the whole house moving



MONDAY — *Floors*

- ○ Pick up what is on the floor
- ○ Sweep the kitchen and entry
- ○ Vacuum the rugs and main path
- ○ Shake out the door mat

TUESDAY — *Bathrooms, quick*

- ○ Wipe the sink and faucet
- ○ Wipe the toilet, top down
- ○ Wipe the counter
- ○ Hang a fresh hand towel

WEDNESDAY — *Laundry fold*

- ○ Fold what is clean
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- ○ Pair the socks
- ○ Take the empty basket back

THURSDAY — *Fridge and bins*

- ○ Toss old food and leftovers
- ○ Empty the small bins
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FRIDAY — *Surfaces and mirrors*

- ○ Dust flat spots, high to low
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- ○ Wipe the mirrors
- ○ Clear and wipe the table

SATURDAY — *Zone work*

- ○ Work down this week's zone, top first. Tick it when done.
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SUNDAY — *Weekly Reset*

- ○ Pick three must-dos
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EVERY DAY, 10 MINUTES

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OUTSIDE THE TIMER Dishes · Counters · One load of laundry · Five minutes on the floors *(as they come up)*

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TEN MINUTES A DAY KEEPS
THE WHOLE HOUSE MOVING

Weekly Cleaning Schedule



MONDAY *Floors*

- [ ] Pick up what is on the floor
- [ ] Sweep the kitchen and entry
- [ ] Vacuum the rugs and main path
- [ ] Shake out the door mat

TUESDAY *Bathrooms, quick*

- [ ] Wipe the sink and faucet
- [ ] Wipe the toilet, top down
- [ ] Wipe the counter
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WEDNESDAY *Laundry fold*

- [ ] Fold what is clean
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- [ ] Pair the socks
- [ ] Take the empty basket back

THURSDAY *Fridge and bins*

- [ ] Toss old food and leftovers
- [ ] Empty the small bins
- [ ] Wipe one fridge shelf
- [ ] Take out trash and recycling

FRIDAY *Surfaces and mirrors*

- [ ] Dust flat spots, high to low
- [ ] Wipe switches and handles
- [ ] Wipe the mirrors
- [ ] Clear and wipe the table

SATURDAY *Zone work*

- [ ] Work down this week's zone, top first. Tick it when done.
  - [ ] Kitchen
  - [ ] Bathrooms
  - [ ] Bedrooms
  - [ ] Living and entry
  - [ ] Laundry, storage and outdoors

SUNDAY *Weekly Reset*

- [ ] Pick three must-dos
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OUTSIDE THE TIMER Dishes · Counters · One load of laundry · Five minutes on the floors *(as they come up)*

HOW TO USE

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NOTES AND SWAPS

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Swap Days to Fit Your Week

WEEKLY
Cleaning Schedule

WEEK OF _____ ZONE _____

MON	TUE	WED	THU	FRI	SAT	SUN
Floors	Bathrooms, quick	Laundry fold	Fridge and bins	Surfaces and mirrors	Zone work	Weekly Reset

WEEK OF _____ ZONE _____

MON	TUE	WED	THU	FRI	SAT	SUN
Floors	Bathrooms, quick	Laundry fold	Fridge and bins	Surfaces and mirrors	Zone work	Weekly Reset

WEEK OF _____ ZONE _____

MON	TUE	WED	THU	FRI	SAT	SUN
Floors	Bathrooms, quick	Laundry fold	Fridge and bins	Surfaces and mirrors	Zone work	Weekly Reset

WEEK OF _____ ZONE _____

MON	TUE	WED	THU	FRI	SAT	SUN
Floors	Bathrooms, quick	Laundry fold	Fridge and bins	Surfaces and mirrors	Zone work	Weekly Reset

WEEK OF _____ ZONE _____

MON	TUE	WED	THU	FRI	SAT	SUN
Floors	Bathrooms, quick	Laundry fold	Fridge and bins	Surfaces and mirrors	Zone work	Weekly Reset

EVERY DAY, 10 MINUTES **1 min** Clear the surfaces · **5 min** Today's list
3 min One step on a must-do · **1 min** Set up tomorrow

OUTSIDE THE TIMER Dishes · Counters · One load of laundry · Five minutes on the floors (as they come up)

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ZONE OF THE WEEK

- Kitchen
- Bathrooms
- Bedrooms
- Living and entry
- Laundry, storage and outdoors

Write this week's zone in its row.

Missed a day? Leave it blank.

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WEEKLY
CLEANING SCHEDULE

Ten minutes a day keeps the whole house moving

MONDAY — *Floors*

- [ ] Pick up what is on the floor
- [ ] Sweep the kitchen and entry
- [ ] Vacuum the rugs and main path
- [ ] Shake out the door mat

TUESDAY — *Bathrooms, quick*

- [ ] Wipe the sink and faucet
- [ ] Wipe the toilet, top down
- [ ] Wipe the counter
- [ ] Hang a fresh hand towel

WEDNESDAY — *Laundry fold*

- [ ] Fold what is clean
- [ ] Put it away, room by room
- [ ] Pair the socks
- [ ] Take the empty basket back

THURSDAY — *Fridge and bins*

- [ ] Toss old food and leftovers
- [ ] Empty the small bins
- [ ] Wipe one fridge shelf
- [ ] Take out trash and recycling

FRIDAY — *Surfaces and mirrors*

- [ ] Dust flat spots, high to low
- [ ] Wipe switches and handles
- [ ] Wipe the mirrors
- [ ] Clear and wipe the table

SATURDAY — *Zone work*

- [ ] Work down this week's zone, top first. Tick it when done.
  - [ ] Kitchen
  - [ ] Bathrooms
  - [ ] Bedrooms
  - [ ] Living and entry
  - [ ] Laundry, storage and outdoors

SUNDAY — *Weekly Reset*

- [ ] Pick three must-dos
- [ ] Mark what ran out
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Set a timer. Stop when it rings.

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OUTSIDE THE TIMER Dishes · Counters · One load of laundry · Five minutes on the floors *(as they come up)*

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TEN MINUTES A DAY KEEPS THE WHOLE HOUSE MOVING

WEEKLY CLEANING SCHEDULE

MONDAY *Floors*

- ○ Pick up what is on the floor
- ○ Sweep the kitchen and entry
- ○ Vacuum the rugs and main path
- ○ Shake out the door mat

TUESDAY *Bathrooms, quick*

- ○ Wipe the sink and faucet
- ○ Wipe the toilet, top down
- ○ Wipe the counter
- ○ Hang a fresh hand towel

WEDNESDAY *Laundry fold*

- ○ Fold what is clean
- ○ Put it away, room by room
- ○ Pair the socks
- ○ Take the empty basket back

THURSDAY *Fridge and bins*

- ○ Toss old food and leftovers
- ○ Empty the small bins
- ○ Wipe one fridge shelf
- ○ Take out trash and recycling

FRIDAY *Surfaces and mirrors*

- ○ Dust flat spots, high to low
- ○ Wipe switches and handles
- ○ Wipe the mirrors
- ○ Clear and wipe the table

SATURDAY *Zone work*

- ○ Work down this week's zone, top first. Tick it when done.
  - ○ Kitchen ○ Bathrooms ○ Bedrooms
  - ○ Living and entry ○ Laundry, storage and outdoors

SUNDAY *Weekly Reset*

- ○ Pick three must-dos
- ○ Mark what ran out
- ○ Note which zone is due
- ○ Check what is due or expiring

EVERY DAY, 10 MINUTES

Set a timer. Stop when it rings.

1 MIN	5 MIN	3 MIN	1 MIN
Clear the surfaces	**Today's list**, from the day above: top first, as far as five minutes go	One step on a must-do: a call, a form, a bill	Set up tomorrow

OUTSIDE THE TIMER Dishes · Counters · One load of laundry · Five minutes on the floors *(as they come up)*

HOW TO USE

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NOTES AND SWAPS

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TEN MINUTES A DAY KEEPS THE WHOLE HOUSE MOVING

WEEKLY CLEANING SCHEDULE

1 MONDAY — FLOORS

- ○ Pick up what is on the floor
- ○ Sweep the kitchen and entry
- ○ Vacuum the rugs and main path
- ○ Shake out the door mat

2 TUESDAY — BATHROOMS, QUICK

- ○ Wipe the sink and faucet
- ○ Wipe the toilet, top down
- ○ Wipe the counter
- ○ Hang a fresh hand towel

3 WEDNESDAY — LAUNDRY FOLD

- ○ Fold what is clean
- ○ Put it away, room by room
- ○ Pair the socks
- ○ Take the empty basket back

4 THURSDAY — FRIDGE AND BINS

- ○ Toss old food and leftovers
- ○ Empty the small bins
- ○ Wipe one fridge shelf
- ○ Take out trash and recycling

5 FRIDAY — SURFACES AND MIRRORS

- ○ Dust flat spots, high to low
- ○ Wipe switches and handles
- ○ Wipe the mirrors
- ○ Clear and wipe the table

6 SATURDAY — ZONE WORK

Work down this week's zone, top first. Tick it when done.

- ○ Kitchen
- ○ Bathrooms
- ○ Bedrooms
- ○ Living and entry
- ○ Laundry, storage and outdoors

7 SUNDAY — WEEKLY RESET

- ○ Pick three must-dos
- ○ Mark what ran out
- ○ Note which zone is due
- ○ Check what is due or expiring

HOW TO USE

Each day, set a 10-minute timer. Give five minutes to the day's list, top first, and stop when they're up. Tick the circle. Trash day on Tuesday? Swap Monday and Thursday. Reset another day? Swap it with Sunday. Use each cleaner as its label says; never mix two products.

NOTES AND SWAPS

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Weekly
CLEANING SCHEDULE
Easy + Realistic

MONDAY — *Floors*

- [ ] Pick up what is on the floor
- [ ] Sweep the kitchen and entry
- [ ] Vacuum the rugs and main path
- [ ] Shake out the door mat

TUESDAY — *Bathrooms, quick*

- [ ] Wipe the sink and faucet
- [ ] Wipe the toilet, top down
- [ ] Wipe the counter
- [ ] Hang a fresh hand towel

WEDNESDAY — *Laundry fold*

- [ ] Fold what is clean
- [ ] Put it away, room by room
- [ ] Pair the socks
- [ ] Take the empty basket back

THURSDAY — *Fridge and bins*

- [ ] Toss old food and leftovers
- [ ] Empty the small bins
- [ ] Wipe one fridge shelf
- [ ] Take out trash and recycling

FRIDAY — *Surfaces and mirrors*

- [ ] Dust flat spots, high to low
- [ ] Wipe switches and handles
- [ ] Wipe the mirrors
- [ ] Clear and wipe the table

SATURDAY — *Zone work*

- [ ] Work down this week's zone, top first. Tick it when done.
  - [ ] Kitchen
  - [ ] Bathrooms
  - [ ] Bedrooms
  - [ ] Living and entry
  - [ ] Laundry, storage and outdoors

SUNDAY — *Weekly Reset*

- [ ] Pick three must-dos
- [ ] Mark what ran out
- [ ] Note which zone is due
- [ ] Check what is due or expiring

EVERY DAY, 10 MINUTES

Set a timer. Stop when it rings.

1 MIN	5 MIN	3 MIN	1 MIN
Clear the surfaces	**Today's list**, from the day above: top first, as far as five minutes go	One step on a must-do: a call, a form, a bill	Set up tomorrow

OUTSIDE THE TIMER Dishes · Counters · One load of laundry · Five minutes on the floors *(as they come up)*

◆ HOW TO USE

Each day, set a 10-minute timer. Give five minutes to the day's list, top first, and stop when they're up. Tick the circle. Trash day on Tuesday? Swap Monday and Thursday. Reset another day? Swap it with Sunday. Use each cleaner as its label says; never mix two products.

NOTES AND SWAPS

Missed a day? Leave it blank.

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