

# MASTER CHECKLIST

## *weekly*

### living room

- floor
- windows
- dust surfaces
- declutter
- rug
- \_\_\_\_\_

### kitchen

- floor
- cabinets
- windows & balcony door
- clean out fridge & freezer
- \_\_\_\_\_

### main bathroom

- countertop
- toilet
- tub
- mirror
- soap refill
- floor
- \_\_\_\_\_

### master bathroom

- countertop
- toilet
- shower
- mirror
- soap refill
- floor
- \_\_\_\_\_

### bedroom 1

- floor
- windows
- dust surfaces
- declutter
- \_\_\_\_\_

### bedroom 2

- floor
- windows
- dust surfaces
- declutter
- \_\_\_\_\_

### bedroom 3

- floor
- windows
- dust surfaces
- declutter
- \_\_\_\_\_

### master bedroom

- floor
- windows
- dust surfaces
- declutter
- \_\_\_\_\_

### front entry & hall

- floor
- dust surfaces
- declutter
- rugs
- \_\_\_\_\_

### backyard

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### laundry (not clothing)

- bedding
- towels
- \_\_\_\_\_

### finances

- balance accounts
- pay bills
- inventory cash
- update monthly budget
- \_\_\_\_\_
- \_\_\_\_\_

### food

- grocery shopping
- farmer's market shopping
- \_\_\_\_\_
- \_\_\_\_\_

### miscellaneous

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## *daily*

### basic upkeep cleaning

- make beds
- dishes
- kitchen counters
- clutter pick-up
- quick sweep living/dining
- quick sweep kitchen
- file away paperwork

## *monthly*

### organizing tasks

- organize pantry
- food inventory
- menu plan
- write budget
- organize bathroom stuff
- organize wardrobes

### other

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