

Daily Routine Morning Routine

G.I.F.T. <small>God/Imagine/Focus/Thanksgiving</small>	Make Bed	Drink Water
Clothes In Dryer	Shower/bathroom swish	Dress Hair/Face
Pick up room	clothes away or in hamper	Clothes out of dryer/ fold and put away

In the Kitchen

Dishes Away	Make Tea
Clothes In Dryer	Eat Breakfast
Look at Planner/today's to-dos	Think about Dinner
Today's focus	This week's Zone

After Work

Drink Water/Sit for 5 Minutes	Make Dinner
Set Table	Eat
Clean up Dinner/Delegate! Table/Counter/Dishes/Floor	This week's Zone/Room
Check Planner	This week's focus

Before Bed

Pj's	Wash Face	Moisturize
Clothes in Washer	Look at planner/ check with fam	Stuff by door
	Bed On Time	

Goals
(Example)

Exercise 3 x a week – Walk 2 x a week

Day 1 Day 2 Day 3 - Walk - walk

Work on book for at least 30 min daily

day1 day2 day3 day4 day5 day6 day7

Out one hour in on current course

Day 1~ Day 2 ~ Day 3 ~ Day 4 ~ Day 5 ~ Day 6 ~ Day 7

Meditate Daily

Day 1~ Day 2 ~ Day 3 ~ Day 4 ~ Day 5 ~ Day 6 ~ Day 7

Crisis Clean

Living room

15 minutes ~ 15 minutes ~ 15 minutes

Kitchen

15 minutes ~ 15 minutes ~ 15 minutes

Bathroom

15 minutes ~ 15 minutes ~ 15 minutes

Repete till done :)

Desk Day

Check what's going on this week in planner
Prepare accordingly
Plan Menue / Make Grocery list
Get this months Cards and gifts
Mail / Papers
Pay Bills
Somethign specific to your life
XXXXXX
XXXXXX
Organize Desk
Organize Computer files
Check office supply needs
Write Thank you cards
File receipts

Bedroom detail cleaning list

Cob Webs	High Places ledges
Wash Walls	Doors
Pictures – glass/frames	Television
Entertainment devises	Knick Knacks
Cull magazines	Surfaces –Dust/ polish
Furniture – Faces of – surfaces	Wood Work
Baseboard	Inside anything – drawers/ closets
Wash floor	Window treatment
Light fixtures	Wash Bedding
Change Sheets	Shelves
Closets –floor/ shelves / dejunk	Under bed

Kitchen Detail Cleaning list

High places / ledges	Cob Webs
Wash Walls	Garbage Container
Window sills	Windows
Counter top	Appliances on counters
Table – Top/Legs/ Chairs	Wood Work
Base board heating	Stove Top/knobs
Faces of – Cabinets/ Top Bottom	Faces of – Oven
Dish washer	Cook Top
Drawers	Fridge – Inside/ Outside / Top/ Underneath
Inside Cabinets	Pantry
Wash Floor	Light fixtures
Countertop appliances	

Family room

Cob Webs	High Places ledges
Wash Walls	Pictures – glass/frames
Television	TV Shelves
Entertainment devises	Knick Knacks
Fire Place	Surfaces –Dust/ polish/
Furniture – Faces of	Wood Work
Base board heat	Inside anything
Wash floor	Shampoo rug (yearly)
Light Fixture	Window sills/ windows
Ceiling Fan	Vacuume

Bathroom

Cob webs	High Places/Ledges
Light Fixtures	Mirror
Window / Window sill	Door
Switch Plate	Toilet
Bath tub	Shower
Sinks	Baseboard Heat
Bathroom Closet	Drawers
Wash Floor	Wash Throw rugs

Foyer/Entrance way

Cob Webs	High Places ledges
Wash Walls	Doors
Pictures – glass/frames	Knick Knacks
Wood Work	Table and Cabinet (dust)
Light Fixture	Inside anything – drawers
Light switch place	Shake throw rug
Wash Floor	

Dining Room

High places / ledges	Cob Webs
Wash Walls	Knick Knacks
Doors	Shelves
Windows	Window sills
Wood Work	Chandelier
China Closet – inside	Table – Top/Legs/ Chairs
China Closet – Dust – Windex glass	Baseboard heater
Drawers	Inside the Buffet table
Wash Floor	Surfaces – Dust/ Polish
	Pictures – frames/ glass

Office

High places / ledges	Cob Webs
Wash Walls	Knick Knacks
Doors	Shelves
Windows	Window sills
Wood Work	Desk top
Keyboard	Computer screen
Wash Floor	Pictures- frames/glass
Closet	Other surfaces – Dust/ Polish

Dates to remember

September	October
November	December

Meal Plan/Grocery list

Breakfast	Lunch	Dinner	Snacks
Fruit & Veg	Other	Other cont.	Meat
Frozen		Dairy	Non food

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In address pages: You will put names of people you pay, their address, phone number, you account number, username and passwords to account etc

weekly Plan example

Weekly Plan

Sunday	Family Day
Monday	Once Over Day
Tuesday	Errand Day
Wednesday	Free Day
Thursday	Desk Day
Friday	Loose end Day / Desk Day
Saturday	Family Work Day / Errand Day

Zone Focus example

ZONES

Week 1	Entrance way / Foyer / Stairs and hallway
Week 2	Kitchen & Dining room
Week 3	Office / Living Room
Week 4	Master Bed / Baster Bath / Main Bathroom
Week 5	Dining room / Powder Room / Mud Room