



Daily Routine

{30 minutes a day}

Morning Routine:

Having a morning routine can make a big difference in how your day goes. This involves making the beds, pick up dirty laundry, toss in a load of laundry, empty dishwasher, get dressed.

Clean Sinks:

Wipe dirty counters and sinks in bathroom and kitchen.. A clean bathroom counter and kitchen sink can do wonders for how your house feels. It also keeps me from letting dirty dishes pile up.

Clean Sweep:

Sweep the kitchen floor and do a quick room-by-room pickup, putting items back in their place. Some days you may just need 10 min, other days you may need an hour, but it's something you should not skip. Get the whole family to help, assign everyone a room, make it a game, see who can get done first.

Nightly Routine:

Don't go to bed with dishes in the sink. Try doing dinner dishes as soon as dinner is over, then before bed, load any stray glasses or dishes, wipe the counters and sink down and run the dish washer. It's amazing how good it feels to wake up to a clean kitchen.

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Weekly Routine

{2-3 hours a week}

Bedrooms, Dining Rooms, Living Rooms:

If you have a two-story home, start upstairs. First, go through each room and empty trash. Then go back into the first room and start at the top, removing any cobwebs and dust working your way down. Be sure to dust ceiling fans, door frames, moldings, picture frames and lamps. Remove knicknacks from furniture and switch to furniture spray and a microfiber cloth to clean dressers and tables. Clean mirrors with the glass cleaner and a fresh cloth. When you've finished all three rooms on a floor, vacuum, starting farthest from the door in each room and vacuuming your way out.

Kitchen:

Again, starting from the top, wipe cabinet fronts and appliances working your way down. Empty the toaster's crumb tray and clean inside the microwave. Unlike your daily counter wipe, now is the time to move all counter dwellers and give the entire counter a good cleaning. Save the kitchen sink for last, then sweep and mop the floor.

Bathrooms:

First, spray cleanser on the shower doors and walls, tub and sink, and in the toilet to start loosening dirt. Then use the same top-to-bottom, left-to-right system. Like the kitchen, remove all counter clutter to wipe down counter. Clean the toilet inside, outside and behind the bowl. Vacuum, then mop.



Monthly Routine

{1 time a month}

- Clean out the refrigerator. Throw out old or questionable food, wash down the shelves and veggie bins using vinegar water. Replace box of baking soda.
- Vacuum lamp shades, upholstery , including under couch cushions
- Dust air vents, ceiling fans, light fixtures and moldings
- Clean the top of the fridge and kitchen cabinets
- Clean inside windows and window sills.
- Wash and deodorize insides of garbage cans and wastebaskets
- Clean washer, dish washer and coffee pot by running vinegar water thru them
- Flip mattresses



Yearly Routine

{Throughout the year}

- January:
Clean medicine cabinets; toss expired meds.
- February:
Clean all the hard-to-reach places: behind the stove, refrigerator, washer/ dryer, sofas.
- March:
Steam-clean carpets.
- April:
Wash windows (inside and out) and screens.
- May:
Organize the pantry and kitchen cabinets.
- June:
Wash duvets, blankets, comforters, spreads, pillows.
- July:
Clean and organize the garage and or basement.
- August:
Clean out drawers and closets. Donate usable clothing and items to charity.
- September:
Wash walls and use touch up paint where necessary.
- October:
Defrost and clean freezer, stove, oven.
- November:
Polish silver, wash china, dust inside the china cabinet.
- December:
Clean and organize personal files