

Weekly S.M.A.R.T. CLEAN

SIMPLE MANAGEABLE ACTIONS READY TO TACKLE



LIVING AREAS	M	BATHROOM • LAUNDRY	TH	★ MORNING ROUTINE ★ ☐ MAKE BEDS ☐ UNLOAD DISHWASHER ☐ QUICK TIDY OF ROOMS ☐ FOLD LAUNDRY ☐ QUICK SWEEP/VACUUM ☐ WIPE ALL COUNTERS ★ EVENING ★ ☐ WASH/DRY LAUNDRY ☐ CLEAR SINK/DISHES ☐ TAKE OUT TRASH ☐ QUICK SWEEP/VACUUM ☐ WIPE KITCHEN COUNTERS ☐ QUICK TIDY OF ROOMS ☐ SORT MAIL AND PAPERS
☐ DUST FLAT SURFACES ☐ WIPE FURNITURE ☐ WIPE WINDOWS/GLASS ☐ SWEEP/VACUUM/MOP	☐ CLEAN MIRRORS ☐ CLEAN TOILET ☐ CLEAN SINKS/COUNTERS ☐ CLEAN TUB/SHOWER ☐ SWEEP/VACUUM/MOP ☐ WASH/REPLACE LINENS			
BEDROOMS	T	DINING • KITCHEN	F	
☐ DUST FLAT SURFACES ☐ CLEAN SHEETS/BLANKETS ☐ TIDY CLOSET & DECLUTTER ☐ SWEEP/VACUUM/MOP	☐ WIPE COUNTERS/TABLES ☐ WIPE DOWN APPLIANCES ☐ CLEAN MICROWAVE ☐ CLEAN SINK ☐ DUST/WIPE CABINETS ☐ ROTATE & CLEAN PANTRY/FRIDGE ☐ SWEEP/VACUUM/MOP			
OFFICE • PAPER	W	PREP • MISC	S/Sun	
☐ PAY BILLS (ONLINE) ☐ DUST FLAT SURFACES ☐ FILE LOOSE PAPERS ☐ UPDATE CALENDAR ☐ DECLUTTER ☐ SWEEP/VACUUM/MOP	☐ FOOD PREP ☐ WEEKLY TASK/ROUTINES ☐ WEEKLY GROCERY SHOPPING ☐ PLAN FOLLOWING WEEK ☐ WATER PLANTS			