My Personal Assistant

July 10-16, 2011

Important Tasks to Accomplish

Daily & Weekly Routines

Daily Routines

s m t w t f s
Load of Laundry
s m t w t f s
Load/Run/Empty Dishwasher
s m t w t f s
Wake Kids/Dressed
s m t w t f s
Vitamins/Medication
s m t w t f s
Breakfast by 8:30
s m t w t f s
Coffee & Personal Time
s m t w t f s
Exercise
s m t w t f s
Shower/Fix Hair/Face
s m t w t f s
To Do List/Calendar
s m t w t f s
Defrost Dinner/Clean Kitchen
s m t w t f s
Clean Bedrooms/Bathrooms
s m t w t f s
Make Snacks or Breads
s m t w t f s
To Do Today
s m t w t f s
School Work
s m t w t f s
30 Minutes email
s m t w t f s
Dishes/Clean Kitchen/Sink
s m t w t f s
Fold Clothes
s m t w t f s
Prep Work for Tomorrow
s m t w t f s

Weekday Routines

Monday
- O
- O Cull and Toss 3 Magazines
- O Empty All Trash
- O Mop Kitchen & Bath
- O Clean Mirrors & Doors
- O Dust

Tuesday
- O Wipe Down Appliances & Cabinets
- O Five Minute Room Rescue
- O Empty All Trash
- O Bible Study

Wednesday
- O Clean Refrigerator & Microwave
- O Straigten Up Linen Closet
- O Vacuum Bedrooms
- O Wipe Down Baseboards

Thursday
- O Wash Bath Rugs & Hand Towels
- O Sanitize All Common Surfaces
- O Straighten Out Pantry
- O Make Grocery List
- O Bible Study

Friday
- O Declutter Zones
- O Find 5 Things to Give Away
- O Clean Cars
- O Make Weekend Plans

Saturday
- O Errands
- O Grocery Shopping
- O Home Improvement Projects

Sunday
- O Rest

Menu

Monday

Tuesday

Wednesday

Thursday

Friday

Weekends Are Open!

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

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