

Checklist: Daily Household Routine

Bedrooms

- Make the bed
- Put toys back in boxes and drawers
- Clear and clean dresser top
- Take clothes off the floor; back on hangers or in laundry
- Remove spills and return dirty glasses and plates to kitchen

Bathrooms

- Dry the floor to avoid slips
- Do a quick wipe-down of surfaces (sinks, mirrors, faucets)
- Clear counters; put things in their place
- Clear floors; hang towels, put clothes in laundry basket or back on hangers
- Take out the trash (as needed)

Kitchen

- Empty / fill the dishwasher
- Wash dishes in sink
- Clear and clean countertop
- Take out the garbage and recycling (as needed)

Main Living Spaces (living, dining, hallway)

- Vacuum high-traffic areas
- Clear and clean surfaces
- Take items off the floor
- Put things in their place

Office

- Clear and clean desk surface
- Check calendar, check weekly to-do list and prepare daily to-do list
- Handle items on daily to-do list and open mail
- Check and answer emails