Household Management Template Bundle



Created by Simplify & Sort Home Decluttering & Organising Services www.simplifyandsort.com

DECLUTTERING PLANNER

DATE	TASK/ AREA	DONE

NOTES

DECLUTTERING QUICK WIN CHECKLIST

Whole House blitz

Grab two bags, one for recycling and one for general rubbish. Set a timer & get rid of as much obvious clutter as possible

Here are some items to look for:

- Pantry
 Expired items
 Near empty jars
 Items you don't like/use
- Fridge
 Expired items
 Near empty jars, tins etc
 Items you don't like/use
- Bathroom/ Beauty Products
 Empty toiletry bottles, jars & tubs
 - Items you dont use/like expired or unsued make up
- Scratched/ broken DVD's
- Newspapers & magazines
 - Finished candles & air fresheners
 - General rubbish & packaging
- Broken toys, completed colouring books, broken or finished art supplies

Other ideas

- Use up what you have before opening or purchasing more
- Broken or unused furniture, appliances and electronics
- The junk drawer
- Handbag
- Wallets
- Coat pockets
- Car





Cleaning Schedule



DAILY CHORES

Morning

- Make beds
- Clear dishes after breakfast, load and run dishwasher
- Do a load of washing/ hang up or tumble dry

Afternoon

• Empty dishwasher

Evening

 clear counters after dinner, load dishwasher and wipe down kitchen counters

DAILY- CLEAN AS YOU GO

Keep your house tidy by cleaning as you go, Place shoes on a shoe rack or away when taking them off, Put dishes straight into the dishwasher after use, wipe up spills as they happen, put items away when you are finished using them, throw rubbish away immediately etc.

EVERY 2-3 DAYS

- Sweep and mop kitchen floors
- · Fold and put away dry laundry

WEEKLY

complete all on one day, or 1-2 task each day over the course of the week

- Clean bathrooms (wash sink, shower/ baths, clean toilet, mirrors, empty dustbins and clean the floor, wipe down toiletries and shelves, change towels and bathmats
- Dust all surfaces and ornaments throughout the house
- Change bed linen
- Clean kitchen- wipe out microwave, clear fridge of expired food items and wipe shelves, wash sink, counters tops and wipe down appliances on counters, empty and clean bins, clean oven when needed
- Hoover/ sweep and mop all floors
- · Quick tidy, put away items that have been left out
- Ironing

WEEKLY MEAL PLANNER

BREAKFAST IDEAS

LUNCH IDEAS

SNACK IDEAS

DINNERS

MON

TUES

WED

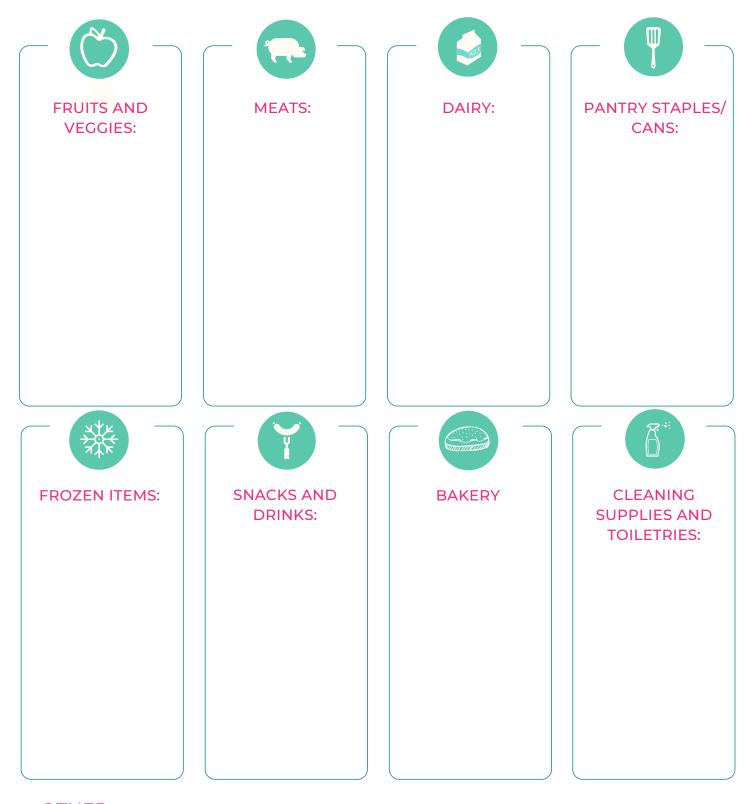
THU

FRI

SAT

SUN

GROCERY SHOPPING LIST



OTHER:

WEEKLY PLANNER

MY WEEK @ A GLANCE

WORK TO- DO'S

PERSONAL TO-DO'S

APPOINTMENTS FOR THE WEEK

SHOPPING LIST



DAILY PLANNER

GET IT DONE

DAY & DATE

TOP 3 WORK TO- DO'S FOR THE DAY

TOP 3 PERSONAL TO-DO'S FOR THE DAY

NOTES



VACATION PLANNER

DETAILS & DATES					
Arrival date & Departure Date Payments made Payments still	: check in time: _ te & checkout tir le : due & due date	me:			
PLANNED/ BOOKED ACTIVITIES					
Day/ Date	Time		etails		Booked Paid
	MEALS			ΓΟ DO/ NO	ΓES



VACATION PACKING LIST

DOCUMENTS:	TECHNOLOGY:
HAIR & MAKE UP:	MEDICAL:
TOILETRIES:	

GEAR/ ACTIVITIES:	MISC:
CLOTHES:	
KIDS CLOTHES:	

Notes/Other: