Every Day

Morning at Home

- ☐ Dry laundry from last night
- ☐ Put out the hot spots
- ☐ Cat's food, H_2O, litter
- ☐ Breakfast, check schedule, tickler
- ☐ Shower
- ☐ Patch
- ☐ Prep as much as you can for dinner
- ☐ Make ice
- ☐ Windows, appliances
- ☐ Arrive at school at 9:00

Morning at School

- ☐ Check mail box, drop off mail
- ☐ Check e-mail
- ☐ Prepare for class
- ☐ Grade
- ☐ File
- ☐ Drop off recycling
- ☐ Update advisees' records

Afternoon at School

- ☐ Check WC tasks
- ☐ Class
- ☐ Go home

Afternoon at Home

- ☐ Mail
- ☐ Change, decide what to wear
- ☐ Check messages, sort mail, file, schedule
- ☐ Feed birds, crabs, cats
- ☐ Water/fertilize plants
- ☐ Wash face, medication
- ☐ Do items from weekly chore list
- ☐ Do some items from zone list
- ☐ Do an item from the one-off list
- ☐ Make lunch, dinner
- ☐ Put meat out to thaw for dinner
- ☐ Dishes
- ☐ Recycling
- ☐ Laundry
- ☐ Pack mail, printouts, books, etc.
- ☐ Lock doors
- ☐ Shut down computer

Every Week

Monday: Office / Laundry

- ☐ Wash linens
- ☐ Dust
- ☐ Add paper to printer
- ☐ Check supplies against list
- ☐ Pay bills, check accounts, order patches
- ☐ Make calls
- ☐ Weekly review
- ☐ Empty trash
- ☐ Sweep
- ☐ Computer hygiene
- ☐ Roll recycling cart around

Tuesday: Bedroom

- ☐ Shave
- ☐ Polish mirror
- ☐ Dust
- ☐ Change sheets
- ☐ Empty trash
- ☐ Sweep
- ☐ Swiffer
- ☐ Set out trash

Wednesday: Living / Dining

- ☐ Clean off dining table
- ☐ Cull magazines
- ☐ Empty trash
- ☐ Dust
- ☐ Vacuum
- ☐ Swiffer
- ☐ Mow
- ☐ Roll trash cart back around

Thursday: Kitchen

- ☐ Dust
- ☐ Refill soap, oils, salt, pepper, sugar, cleaners
- ☐ Wash cat bowls
- ☐ Make salad, crudités
- ☐ Make grocery list
- ☐ Bleach counter
- ☐ Clean out fridge
- ☐ Empty trash
- ☐ Sweep
- ☐ Swiffer

Friday: Self

- ☐ Pluck brows
- ☐ Shave
- ☐ Treat face with masks
- ☐ Clip nails
- ☐ Polish shoes
- ☐ Mend clothes
- ☐ Change towels
- ☐ Check supplies against the list

Once a Month

Zone 6: Bedroom

Entrances Detailed Cleaning List:

- ☐ Clean cobwebs from door jambs, screen door, around the door
- ☐ Take items off shelves and dust
- ☐ Wash storage bins, trash cans
- ☐ Check tools and hoses

Front Porch Detailed cleaning.

- ☐ Clean cobwebs from ceiling, door jambs, windows, baseboards, and under furniture
- ☐ Clean light fixtures (brush or wash shades, dust bulbs)
- ☐ Wash picture frame glass
- ☐ Wipe down switch plates
- ☐ Disinfect door knobs
- ☐ Defrost freezer
- ☐ Vacuum floors and behind furniture, fans or heaters
- ☐ Mop

Saturday: Bathroom

- ☐ Polish mirror
- ☐ Spray down shower
- ☐ Scrub toilet
- ☐ Wipe down counters & toilet
- ☐ Empty trash
- ☐ Sweep
- ☐ Swiffer
- ☐ Grocery, dry cleaners, bank

Sunday: Back room

- ☐ Clean out litter box
- ☐ Dust
- ☐ Sweep, Swiffer
- ☐ Put out recycling
- ☐ Charge batteries: cell phone, labeler, CB, scanner, GPS, Kestrel
- ☐ Check batteries: keyboard, mouse, GMRS

Monday & Thursday

- ☐ dumbbell squat OR sumo deadlift (aka plie squat), medicine ball squats, 2 x 8
- ☐ dumbbell stiff-legged deadlift OR one-legged dumbbell deadlift OR dumbbell step-up, stiff-legged deadlift, 2 x 8
- ☐ single-legged calf raise, 2 x 8
- ☐ pelvic thrusts, swissball, 2 x 8
- ☐ ab crunches or swissball crunches, swissball crunches with medicine ball, 2 x 8
- ☐ oblique crunches, swissball, 2 x 8
- ☐ back extensions, swissball, 2 x 8

Tuesday & Friday

- ☐ one-arm row, 2 x 8
- ☐ lying dumbbell press OR pushups, pushups 2 x 8
- ☐ dumbbell press on swiss ball, 2 x 8
- ☐ swissball flies 2 x 8
- ☐ overhead triceps press with medicine ball, 2 x 8
- ☐ ab crunches or swissball crunches 2 x 8 with medicine ball
- ☐ oblique crunches, swissball, 2 x 8
- ☐ back extensions, swissball, 2 x 8

Wednesday & Sunday

New York City Ballet Workout