

How to Use Your Weekly Planner

<input type="checkbox"/>	MONDAY.....	WASH DAY
<input type="checkbox"/>	TUESDAY.....	OFFICE DAY
<input type="checkbox"/>	WEDNESDAY....	KITCHEN DAY
<input type="checkbox"/>	THURSDAY.....	PROJECT DAY
<input type="checkbox"/>	FRIDAY.....	CLEANING DAY
<input type="checkbox"/>	SATURDAY.....	OUTSIDE DAY
<input type="checkbox"/>	SUNDAY.....	REST DAY

deep cleaning rotation 1 2 3 4 5

This section is pretty self explanatory. Enter the dates in the squares next to the days of the week. The “wash day”, “office day” and so on, is the work schedule I personally follow. I work from home and although you may not work from home, I still advise to follow a similar schedule, and here is why:

I personally feel that the reason we struggle with getting things crossed off our list is due to having too many things going on at the same time. We can't get laundry done because we're trying to organize a paper pile and also organize the tumbling tupperware cabinet in our kitchen all at the same time. My plan is to focus on ONE thing each day and then conquer it. Once you are done, you REST. Tomorrow has a new list of things to do. I have found that I am accomplishing an enormous amount of tasks, more than I ever have, while resting more than I ever have. It has been working like a charm! Less burnout and more focus equals a much happier home.

If you do not finish everything on the list for today, you do NOT wake up and continue on to finish yesterday's task. You just move onto the next days work on your list. You will never cross things off your list if you're continuously getting halfway done and trying to finish the next day. (Of course I'm not talking about things that have to get done and not finishing them the next day. If you're paying bills on “office day” and don't get done you DO have to finish the next day haha.)

WASH DAY:

This is the day I conquer LAUNDRY and everything tied to the word. Towels, bed sheets, blankets, comforters and on and on. (*My weekly list containing my wash day, office day, kitchen day, outside day, will be included at the end of this document.*)

KITCHEN DAY:

This is the day I focus on my kitchen. I clean my appliances, kitchen projects (the notorious tupperware cabinet for example), meal prep, clean out the fridge and freezer and many more.

OFFICE DAY:

I will admit right now that this is my absolute hands down FAVORITE day. If you know me very well, you are not surprised. This is the day I conquer anything pertaining to paper. Paper piles, paying bills, updating calendars, de-cluttering paper, writing checks, file papers and so on. You get the idea. Designate an area for all office day things and place all items in that same pile until it's time to go through it. Slowly the pile gets down to nothing. I promise you that it works!

PROJECT DAY:

This is my second favorite day. I have a notebook that I use for many things and “Project Day” is one of them. I have a sheet in this notebook titled, you guessed it, “Project Day”. Every day that something pops in my mind that I need to do and it qualifies as a project type of chore I write it in my notebook. On “Project Day” I will scan this list and do my best to knock some items out. Examples in my notebook: Organize the board games and get rid of games missing pieces/donate games we don't need anymore, clean out bathroom middle drawer, organize cookbook drawer etc. These are things that aren't important necessarily but I want to get them done eventually. This list is what I call my brain dump. Studies show that just the act of brain dumping your to-do list on paper clears so much clutter in your mind. It may take

you a year to get to some of these items and that's OK! But keeping them stored up in our brain fogs our mind up and we can feel so overwhelmed with life in general. Brain dump in your notebook. Feel the freedom!

REST DAY:

Pretty self explanatory! I have found that unless I schedule something, it won't get done. *(Kinda like those date nights with your spouse you plan on doing, but don't ever get around to it....you MUST pick a date and just do it, or else you'll just keep talking about it like we all do.)* Your "Rest Day" isn't going to look like mine. Your "Rest Day" is going to be anything you consider good rest. I still do my daily chores but other than that, I'm resting. I believe you must incorporate rest into your week. If you are someone who feels you don't have time to rest, I beg of you to re-evaluate what you have on your plate. Please give yourself permission to rest.

CLEANING DAY:

The things you want to do on your cleaning day may not look like mine and that's OK! I keep it simple since all week I have been slowly working on many things throughout the house. The main things I want done are what I focus on, on my "Cleaning Day". The things I don't have on my list for "Cleaning Day" but I still want done are chores I've given my children. *(Gasp...yes I know. My children are given chores and yes they are forced to do them. My philosophy is if my children know how to work an iPhone, iPad, iWhatever...they know how to sweep the floor. It's science.)*

OUTSIDE DAY:

This is not my favorite day since it doesn't have anything to do with paper items, but nonetheless we need to have an "Outside Day". This day, depending on the season we are in, we will work on everything we feel we need to do outside (and remember your to-do list won't necessarily look like ours). Our list contains: picking veggies out of the garden, picking weeds, mowing, mulching, cleaning up leaves, outside clutter, clean vehicles, picking up trash and toys.

DEEP CLEANING ROTATION

On the "Deep Cleaning Rotation" section I circle which week I am on. Start with #1 and circle it. Here is what I have chosen to be my deep cleaning rotation:

1. Bedrooms
2. Bathrooms
3. Living Room
4. Dining Room
5. Laundry Room

When do I work on my "Deep Cleaning Rotation"? On Friday: cleaning day. Every Friday I have regular cleaning chores I want done each week and I also knock out the things on the deep cleaning rotation. Your deep cleaning rotation may not look like mine and that's OK! Use mine to get ideas and tweak it if you need to. Do I complete everything each Friday? Heck NO. But I have a list and I do my best. What happens if I don't complete everything on my cleaning day? It's ok. I will get to it again when it rotates back around next time. **If your children happen to need some extra chores, these are what I use to keep them busy. Examples of reasons for extra chores are smart aleck tones and bad grades. You're welcome.*

personal scripture :

im thankful for :

I love this part of my planner! Each week when you get a Monday Morning email, I will give you a new personal scripture. In this space you will copy the personal scripture and put your name in the blank. This will encourage you to read it every day you look over your planner.

HEALTHY HABITS	MON	TUES	WED	THU	FRI	SAT	SUN

Write out up to five habits you want to give attention to every week. My five habits are: bible reading, water intake, gym, stretching, and personal time.

Dinner Menu

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

DINNER MENU:

Each Sunday I write out what we're having for dinner to help keep me organized and prepared. It's been a big relief making the decision on Sunday and not having to figure it out each day.

CUT ON THE DOTTED LINE

shopping list

sometime this week

personal scripture

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I love this section of the planner! This section is kind of like a "brain dump" section. All week as random thoughts come to you, jot them down in the appropriate spot it belongs in.

SHOPPING LIST:

As random ideas of things I need to get this week at the store come up, or items I need to buy online, I will write them down. Then, when it's time to go to the store I will cut the shopping list out and it's ready to go with me to the store.

SOMETIME THIS WEEK:

This is GREAT for brain dumping. Oh the random to-do's that come up in our mind that we need to give attention to, but just not right this second. When something like that comes to mind I always think "ok I need to get to that sometime this week." Once it's done, cross it off. If it doesn't get done roll it over to next week's planner so nothing falls through the cracks.

PERSONAL SCRIPTURE:

As the week goes by I will always catch a bible verse on social media, a podcast or my devotional that I want to go back to and read on myself or remember for encouragement that week. Jot them down and when you're ready to sit down and read your Bible cut this section out and you have your list ready to go.

to do list

I use this space to write out what's on my Google calendar for family activities.

Example:

Monday: Bible Study

Tuesday: oil class and faculty meeting

Wednesday: church

Thursday: music program

Friday: date night

Saturday: shopping

Sunday: church

What's on my Daily Chore List?

MASTER DAILY TO-DO LIST

Every morning I sit down and write down my regular daily chores (that I'll be listing below) and the rest of the day's focus. Examples of that are wash day, office day, kitchen day etc, items. I have daily to-do lists for all of my businesses as well as a personal to-do list. Items on that to-do list are personal to me and force me to make sure I'm giving myself some time to relax in a bath or get in a chapter of a book I'm reading. I will go thru the weekly to-do list for everything I'm responsible for and create the day's master to-do list. It may seem redundant to have so many to-do lists, but I run three businesses and there is no way I could keep track of all I need to do to stay on top of if I didn't have a to-do list for everything.

LAUNDRY

I have found that doing 2 loads of laundry every day keeps me on top of it. We are a family of 5 and I am never, I repeat never, overwhelmed with laundry. Why? Because my family sorts their laundry in their own basket. My boys share a basket, my daughter and I share a basket, my husband has his own, towels are alone, and whites are alone. When I do laundry I focus on that basket. When it's done I don't have to spend all my time sorting. I just fold and put away.

WATER

Making sure we get our daily dose of hydration is extremely important, and since I always forget to fill up my jug, I have to have it on my daily to-do list. How much water do you need? It's been said to go by your weight, in ounces. What is half

your weight in ounces? For example if you weigh 150 lbs, half of that is 75 lbs, so you would aim to drink 75 ounces of water.

DECLUTTER THE HOUSE

I give myself 5 minutes to run through every single room and grab items that don't belong. Sometimes I like to use a small tote and throw all the random items in, call in the entire family and tell them to take their stuff back to their appropriate home. It works great!

DISHES

Don't let them pile up. Just, don't.

VITAMINS AND SUPPLEMENTS

Get a simple vitamin organizer from Amazon and fill them up on Sunday night so you're prepared for the week. Staying on top of wellness is super important!

SWEEP/VACUUM

I have hardwood floors and can see every spec of dust and dirt, which makes me cringe thinking back when I used to have carpet I only felt it necessary to vacuum every couple days. I set my vacuum on the lowest setting and vacuum my hardwood floors every day to stay on top of the dirt piles. If I had carpet again, I would still vacuum every day if possible. Setting my goal to do it everyday helps when I can't get it done because I know the next day it will be on the list again.

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HEALTHY HABITS MON TUES WED THU FRI SAT SUN

to do list

Dinner Menu

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

CUT ON THE DOTTED LINE

shopping list

sometime this week

personal scripture



wash day

- Towels
- Bedsheets
- Blankets
- Comforters
- Pillows
- Rugs
- Mending
- Ironing
- Self-clean washing machine
- What clothes can we donate?
- What clothes can we sell?
- What clothes can we trash?



cleaning day

- Bathroom
- Sweep/Mop
- Dust
- Flush drains (vinegar, boiling water & baking soda)
- 1 week from deep cleaning rotation
- Ceiling fans 1st Friday of the month
- Bathroom trashcan
- Light switches
- Dining room chairs
- Door handles
- Dresser handles
- Remotes



kitchen day

- Clean stove
- Clean microwave
- Bake bread & biscuits
- Food prep
- Meal prep? Defrost?
- Prepare cookie dough & freeze
- Clean out 1 drawer/cupboard/shelf
- Clean out fridge, top of fridge & front
- Sweep/mop
- Remove clutter & wipe counters
- Wipe front of drawers, window & sink
- Wash dish dryer pads
- Clean dishwasher- outside and self clean



office day

- Update Family Binder
- File papers
- Home school prep
- Budget & Bills
- Chore updates
- Update all calendars
- Check grades/lunch money
- Update master to-do list
- Upload pics to online storage
- Update grocery list
- Email cleanup
- Update memory book
- Check obituaries & current events
- Write calendar on whiteboard
- Pending items/High priority folder
- Meal planning next week
- Make phone calls
- Send letters, notes & emails
- De-clutter papers on fridge
- Check status of online orders
- Check Kids' tab
- Check inventory
- Empty shredder



outside day

- Pick veggies
- Pick weeds
- Mow
- Mulch
- Clean up leaves
- Outside clutter
- Toys put away
- Clean vehicles
- Pick up trash
- Sweep porch

END OF INSTRUCTIONS