

CLEANING SCHEDULE

Three-Bucket Reset

WEEK AT A GLANCE

DAY	TASK / RHYTHM	CUE	WHAT COUNTS AS DONE
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			

SORT BY

DAILY

What keeps tomorrow workable.

WEEKLY

One stage, from noticing to putting away.

MONTHLY

A review from the actual notices.

THE STEPS

- ☐ Name current needs
- ☐ Sort by what happens if they wait
- ☐ Begin with a small set
- ☐ Write a cue and finish line
- ☐ Give the whole task an owner
- ☐ Write the difficult-week version

THE THREE BUCKETS

BUCKET	TASK · CUE · DONE
 DAILY	
 WEEKLY	
 MONTHLY	

KEEP IT REALISTIC

WHOLE-TASK
OWNER

WEEKLY TASK

MONTHLY REVIEW

DIFFICULT-WEEK
VERSION

REVIEW / CHANGE
TO TRY

TIPS AND REMINDERS

- Choose one task that supports tomorrow. Define done and a cue. Add the other rhythms when useful.
- Check today's needs and actual dates. Do one useful task. Pick up the usual rhythm. Don't try to catch up on every missed task at once.
- After you try it: Can you tell what needs attention next, what done means, and who owns it?

BUCKET SYMBOLS



DAILY



WEEKLY



MONTHLY



SHARED



SMALLER

CLEANING SCHEDULE

A useful cleaning schedule starts with what keeps your next day workable. Sort recurring tasks into realistic rhythms, define what counts as done, and write a smaller version for a difficult week.

THE STEPS

A Cleaning Schedule for Working Parents That Fits a Busy Week

Knowing how often isn't enough. Someone has to notice the task, know when it's done, get what's needed, and finish it.

- 1 NAME CURRENT NEEDS**
List a few recurring jobs that regularly get remembered too late.
- 2 SORT BY WHAT HAPPENS IF THEY WAIT**
Use daily, weekly, or monthly rhythms that fit your home. Follow actual care instructions or real deadlines where required.
- 3 BEGIN WITH A SMALL SET**
Try two daily tasks, two weekly tasks, and one monthly review. Adjust the amount to your circumstances.
- 4 WRITE A CUE AND FINISH LINE**
“After dinner, leave one breakfast-preparation area usable” is clearer than “keep the kitchen organized.”
- 5 GIVE THE WHOLE TASK AN OWNER**
When shared, agree who notices, plans, does, and follows up. If solo, shrink, combine, defer, or remove what you can.
- 6 WRITE THE DIFFICULT-WEEK VERSION**
Protect essential care and time-sensitive needs. Let the extras wait. Review what repeatedly doesn't fit.

AN EXAMPLE

Fictional shared-home schedule: Daily, after dinner, one person owns leaving a breakfast-preparation area usable. Weekly, another owns the needed laundry stage from noticing through putting away. Monthly, review upcoming renewals from the actual notices. During a difficult week, focus on what is needed for the next day and reduce optional tidying.

THE SMALLER VERSION

Choose one task that supports tomorrow. Define done and a cue. Add the other rhythms when useful.

WHEN YOU COME BACK

Check today's needs and actual dates. Do one useful task. Pick up the usual rhythm. Don't try to catch up on every missed task at once.

AFTER YOU TRY IT

Can you tell what needs attention next, what done means, and who owns it?

Examples on this page are made up. Use your own dates and details.