

## NIGHTTIME PLAN

# DAILY

# Routine

 @MOTHERTHROUGHTHEDECADES

Take a warm shower.

Brush teeth.

Prepare the bedroom.

Sleep at 9:00 PM

GET DRESSED

BREAKFAST

WORK AND SCHOOL PREP.

PREPARE OR PURCHASE NEEDED ITEMS

FOR NEXT DAY: MENU, CLOTHING, ETC.

TAKE 15 MINUTES EACH NIGHT TO TIDY UP



# GOALS CHECKLIST



Goal :

Steps :



Target :

Goal :

Steps :



Target :

Goal :

Steps :



Target :

Goal :

Steps :



Target :

Goal :

Steps :



Target :

# CLEANING CHECKLIST



With Jacqueline Gordon Cain and Marquita "Kia" Wages

## KITCHEN & DINING AREA

- Clean countertops
- Wipe down cabinets and drawers
- Clean sink and faucet
- Stove: clean top, front, and inside
- Oven: clean inside and outside
- Microwave: clean inside and outside
- Refrigerator: clean outside and inside
- Dishwasher: clean outside and inside
- Sweep and mop floor

## LIVING ROOM

- Dust surfaces (tables, shelves, etc.)
- Vacuum or sweep floors
- Clean windowsills
- Dust blinds or curtains
- Dust light fixtures
- Clean baseboards
- Vacuum upholstery (sofas, chairs)
- Clean ceiling fans
- Fluff and arrange cushions

## MASTER BATHROOM

- Clean toilets (including bowl, seat and base)
- Scrub shower/tub (including tiles, grout, and showerhead)
- Clean sink and faucet
- Wipe down mirrors
- Clean light fixtures
- Clean counters, cabinets
- Sweep and mop floor
- Check exhaust fan
- Clean walls and baseboards
- Empty trash can
- Change towels

## MASTER BEDROOM

- Dust surfaces
- Vacuum or sweep floors
- Dust blinds or curtains
- Clean baseboards
- Make bed

## LAUNDRY 1/2

- Clean washer and dryer
- Vacuum or sweep floors
- Organize and straighten items

# CLEANING CHECKLIST



With Jacqueline Gordon Cain and  
Marquita "Kia" Wages

## LAUNDRY 2/2

- Clean countertops
- Wipe down cabinets and drawers
- Clean sink and faucet
- Check and refill laundry supplies
- Empty trash can and replace the bag

## HOME OFFICE

- Dust surfaces (tables, shelves, etc.)
- Vacuum or sweep floors
- Clean windowsills
- Dust blinds or curtains
- Clean baseboards

## BATHROOM

- Clean toilets (including bowl, seat, and base)
- Scrub shower/tub (including tiles, grout, and showerhead)
- Clean sink and faucet
- Wipe down mirrors
- Sweep and mop floor

## MISCELLANEOUS

- Clean windows and window tracks
- Dust light fixtures
- Clean door knobs and switch plates
- Vacuum carpets and rugs
- Dust and clean electronics
- Dust decorative items

## FINAL CHECK

- Check all rooms for missed spots
- Ensure that all trash has been removed from the premises
- Confirm that all appliances and fixtures are in their original place