

# Daily Tasks

Area	Checklist
<b>Boys' Room &amp; Hallway</b>	<input type="checkbox"/> Pick up toys and books <input type="checkbox"/> Put away clean laundry <input type="checkbox"/> Wash clothes/bedding
<b>Boys' Bathroom</b>	<input type="checkbox"/> Hang towels to dry <input type="checkbox"/> Check toilet paper and hand soap <input type="checkbox"/> Swish/swipe toilet and sink <input type="checkbox"/> Wash/dry/put away diapers
<b>Family Room</b>	<input type="checkbox"/> Pick up toys <input type="checkbox"/> Fold blankets and straighten pillows <input type="checkbox"/> Clear dining table
<b>Kitchen</b>	<input type="checkbox"/> Load/unload dishwasher <input type="checkbox"/> Empty and wipe out sink <input type="checkbox"/> Wipe counters and appliances <input type="checkbox"/> Wipe fast chairs <input type="checkbox"/> Put away food and toss old leftovers
<b>Living Room</b>	<input type="checkbox"/> Fold blankets & straighten pillows <input type="checkbox"/> Put away random items
<b>Office</b>	<input type="checkbox"/> Shred sensitive materials <input type="checkbox"/> File papers <input type="checkbox"/> KK clear desk by 5:30 M-F
<b>Master Bedroom &amp; Bath</b>	<input type="checkbox"/> Make bed <input type="checkbox"/> Clear dresser and counters <input type="checkbox"/> Swish/swipe toilet and sinks <input type="checkbox"/> Hang towels <input type="checkbox"/> Put away clean laundry
<b>Laundry &amp; Garage</b>	<input type="checkbox"/> Check/switch clothes <input type="checkbox"/> Rinse/wipe sink <input type="checkbox"/> Check doors before bed
<b>Outside</b>	<input type="checkbox"/> Get mail <input type="checkbox"/> Check for packages <input type="checkbox"/> Pick up loose trash in yard