

# THE PRODUCTIVE MOM

6 STRATEGIES TO GET ORGANIZED AND  
GET MORE DONE WITHOUT THE STRESS

CLEANING  
CHECKLIST



# THE PRODUCTIVE MOM

## CLEANING CHECKLIST

Use this simple checklist to help you know what to clean and when. It's broken down into daily, weekly, monthly, and yearly tasks.

---

### Daily Tasks

- Wash dishes
- Clean up spills when they happen
- Wipe down kitchen counters
- Sweep high traffic areas
- Pick up things that are out of place
- Take out the garbage (as needed)
- Make the beds
- Do a load of laundry (or have a dedicated laundry day)
- Straighten out surfaces (like end tables)
- Organize mail



## Weekly Tasks

- Dust
- Clean bathrooms
- Do laundry (unless you choose to do a little each day)
- Put away laundry
- Wash bedsheets
- Mop and vacuum
- Kitchen deep clean (including cleaning out old food from the refrigerator)
- Cut the grass

## Monthly Tasks

- Check smoke alarms
- Dust hard to reach places like ceiling fans
- Knock down cobwebs
- Organize kitchen cabinets
- Wash your bedding (like comforters and duvets)
- Wipe down inside and outside of the refrigerator
- Deep clean bathrooms
- Wash toys (when applicable)
- Wipe down windows (as needed)



**EXCELLENT CLEANINGZ**

## Yearly or Seasonal Tasks

- Clean out closets (pass on clothes you don't wear, or kids have outgrown)
- Wash pillows and stuffed animals
- Vacuum mattresses
- Clear outside gutters
- Move furniture and clean under it



**EXCELLENT CLEANINGZ**