



HOUSEKEEPING GUIDE

DATE

MAPPING OUT TASKS FOR YOUR HOME

Bringing a housekeeper into your home is a great way to maintain a clean and organized space. However, setting clear expectations ensures efficiency, consistency, and satisfaction. By mapping out tasks for the month, breaking them into weeks or days, and defining frequency, you create a structured system that keeps everything running smoothly.

STEP 1: IDENTIFY ALL NECESSARY CHORES

Begin by listing all household tasks that need to be completed. Consider different areas of your home and the level of maintenance they require.

- **Daily Tasks** (e.g., dishwashing, tidying up, making beds)
- **Weekly Tasks** (e.g., vacuuming, dusting, laundry, bathroom cleaning)
- **Biweekly Tasks** (e.g., deep-cleaning kitchen appliances, changing bed linens)
- **Monthly Tasks** (e.g., washing windows, organizing pantry, baseboard cleaning)

DAILY	WEEKLY	BIWEEKLY	MONTHLY
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

STEP 2: ASSIGN TASKS TO SPECIFIC WEEKS OR DAYS

Once you've identified what needs to be done, decide when each task should take place. Use a simple chart to delegate tasks for specific days of the week or weeks in the month. Here's an example:

Task	Frequency	Assigned Day/Week
Vacuuming	Weekly	Every Monday
Laundry	Weekly	Wednesdays & Saturdays
Deep Clean Kitchen	Biweekly	1st & 3rd Thursday



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STEP 3: DEFINE HOW TASKS SHOULD BE DONE

To ensure consistency and satisfaction, outline preferences for how certain chores should be completed. This could include:

- Cleaning products to use (e.g., eco-friendly, specific brands)
- Preferred cleaning methods (e.g., dry dusting vs. wet wiping)
- Special care instructions (e.g., delicate fabrics, wood surfaces)

NOTABLE PREFERENCES

STEP 4: COMMUNICATE EXPECTATIONS CLEARLY

Provide your housekeeper with a printed or digital copy of the schedule. Have an initial discussion to clarify:

- What tasks are top priority?
- Any off-limits areas or items?
- Flexibility in case adjustments are needed?

FINAL THOUGHT

A well-structured housekeeping plan fosters clear communication, consistency, and efficiency. Mapping out tasks ensures your home stays clean while respecting both your time and your housekeeper's workflow. By setting clear expectations, you create a harmonious system that benefits everyone!

NOTES & FREE THOUGHTS