

# TASK TRACKER

This resource is meant to be a starting place for you to create a plan and set goals concerning all the tasks you want to accomplish on a daily, weekly or monthly basis.

<b>TASK</b>	<b>DAY or TIME</b>	<b>GOALS</b>
Bathrooms	Tuesdays	Clean toilet, tub, sink, mirror, floor
Dusting	Wednesdays	All Horizontal surfaces wiped down
Vacuum upstairs and basement	Friday	Keep up with dust trash on floor
Dishes	Morning and Night	Have sink empty when I go to bed
Vacuum main floor	Before starting dinner	Hide the day's traffic and prepare carpet for wrestling session that will occur when Matt gets home
Sweep wood floors	After each meal	Not to stick to the floor or hear crunching noises when I walk
Laundry	Morning and Night	Load of laundry in before leaving for school, fold load from night before during James' quiet time, put new load in after boys go to bed
Clean out Refrigerator	Every 2 weeks on a Sat. or Sun.	Throw away rotten food, clean shelves, organize where items are placed
Go through boys' closets	Change of seasons or on birthday	See if clothes still fit them and what they are missing
Wipe down baseboards throughout house	January 21, April 21, July 21	No one but me will know, but it will feel so good to know they are clean!