

SATURDAY CHECKLIST (BONUS ROOM AND MISCELLANEOUS ITEMS DAY)

Yes/No	Description	Notes
<input type="checkbox"/>	Tidy and dust bonus rooms like dens, craft rooms, office,	game room, sewing rooms, dining room
<input type="checkbox"/>	Do whatever you need to do to clean areas not covered during the week	
<input type="checkbox"/>	Vacuum all bonus rooms	
<input type="checkbox"/>	meal plan for the week	*This can be done on Sunday if you use Sunday paper coupons
<input type="checkbox"/>	Empty Central vac canisters/ check & change vacuum bag	
<input type="checkbox"/>	Sort 2017 paperwork. Toss what is not needed for record keeping. Organize for storage what is left. If you need anything for tax purposes still, keep it out but organized until then. Then put it in the attic or wherever you keep your paperwork. Dispose of "Aged" paperwork.	(How long you need to keep things will depend on your tax situation. We keep things 7 years so this year I will shred/ dispose of 2009 paperwork.)
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>	make beds (Have kids over age 5 make their own)	
<input type="checkbox"/>	have kids put all toys away at nap time, lunch time, dinner time, and before bed.	
<input type="checkbox"/>	tidy main pathways of home. Throw away clutter.	
<input type="checkbox"/>	Wash/Dry/Fold and put away one load laundry	(at least one load. More if you are backed up. Soak and wash diapers too)
<input type="checkbox"/>	Wash/Dry/ put away dishes throughout the day	(do them immediately following meals)
<input type="checkbox"/>	Wash and prep baby bottles for the day	
<input type="checkbox"/>	Wipe down surfaces as you go throughout the day	(Countertops, tables, stovetops, spills)
<input type="checkbox"/>	Sweep or vacuum floors in main pathways	
<input type="checkbox"/>	Tidy yourself and the children before spouse arrives home	
<input type="checkbox"/>		
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