# Home Cleaning Schedule

This playbook describes how to create a cleaning schedule to maintain a tidy home without feeling inundated with chores. It outlines the steps to categorize cleaning tasks by frequency and allocate them throughout the week for balanced workload.

### Step 1: Assess Spaces

Identify and list all the different areas and rooms in your home that require cleaning.

### Step 2: List Tasks

Compile a comprehensive list of cleaning tasks for each area identified in step one.

### Step 3: Categorize Frequency

Sort the listed tasks based on how often they need to be done: daily, weekly, monthly, or seasonally.

### Step 4: Create a Chart

Use a chart or calendar format to map out each task in the appropriate frequency column.

### Step 5: Allocate Days

Assign specific days of the week for weekly tasks to balance the workload evenly.

### Step 6: Integrate Habits

Incorporate daily tasks into routine habits, such as dishwashing after meals or wiping down surfaces after use.

### Step 7: Plan for Deep Cleans

Schedule monthly and seasonal tasks on days where you can dedicate more time, like weekends or days off.

### Step 8: Family Involvement

If applicable, involve family members or housemates in the schedule to distribute tasks and foster a collaborative effort.

### Step 9: Finalize Schedule

Review your drafted schedule for any last adjustments and ensure there's a balance that prevents burnout.

### Step 10: Implement

Put the cleaning schedule into action, and adjust as necessary based on what works best for your household's rhythm.

## General Notes

### Flexibility

Be willing to adjust the schedule over the first few weeks as you find the rhythm and balance that works for your situation.

### Task Variation

Vary the tasks enough to keep the cleaning routine from becoming monotonous.

### Supplies Ready

Ensure you have all necessary cleaning supplies for different tasks to avoid interruptions.