



Using the Weekly Tasks Planner

Welcome to the Weekly Tasks Planner; designed to help your household easily manage the tasks needed to maintain a clean and organised home.

It will help you:

- Be really clear on the tasks that need to be completed each week
- Save time thinking about what needs to be done
- Stop you feeling like there are mountain of unmanageable tasks
- Ensure key tasks get done each week
- Plan your time around the activities you would rather be doing
- Engage household members in the tasks that need to be managed to run the household
- Assign tasks to household members to share the load

How to use it:

- How you use it is entirely up to you. The aim is to provide a tool to help your busy lives, not to make you feel bad about not getting to everything. Don't feel like everything has to be managed weekly, you could print two planners and create a fortnightly cleaning and organising planner if that works better for your household. Think of this as a target to aim for, but be flexible too, working tasks around important plans (and if tasks don't get done *every now and again* because something came up, that's ok too).
- You might want to choose different coloured pens or symbols for each household member involved
- List all the weekly tasks (on a separate piece of paper) and plot them on the chart. You might like to do a task a day (see my example) or prefer to have a cleaning morning at the weekend
- Note the monthly tasks in the table at the bottom of the page and indicate the day(s) when monthly tasks will be completed (I've used symbols in my example)