Zone Cleaning Tracker

15 minutes a day. One zone at a time.

What's inside

- ◯ My Daily Routines
- ◯ My Month at Home
- ◯ Zone 1: Entrance, Porch & Dining
- ◯ Zone 2: Kitchen
- ◯ Zone 3: Bathroom + One Extra Room
- ◯ Zone 4: Main Bedroom, Bath & Closet
- ◯ Zone 5: Living Room or Den
- ◯ Zones 6 & 7: Make Your Own
- ◯ Laundry Rhythm
- ◯ Seasonal Deep Clean
- ◯ 20-Minute Guest Clean
- ◯ Cleaning Supplies

Start here: Pick this week's zone and set a 15-minute timer. That's it.

My Daily Routines

Week of _____

Check off what you did. Missed a day? Just start again today.

Morning Start	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Make the bed	☐	☐	☐	☐	☐	☐	☐
Get dressed, shoes and all	☐	☐	☐	☐	☐	☐	☐
Drink a glass of water	☐	☐	☐	☐	☐	☐	☐
Quick wipe of the bathroom sink	☐	☐	☐	☐	☐	☐	☐
Unload the dishwasher	☐	☐	☐	☐	☐	☐	☐
Start one load of laundry	☐	☐	☐	☐	☐	☐	☐
Look at today's calendar	☐	☐	☐	☐	☐	☐	☐
Move laundry to the dryer	☐	☐	☐	☐	☐	☐	☐

Afternoon Check-In	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Pick tonight's dinner	☐	☐	☐	☐	☐	☐	☐
15 minutes in this week's zone	☐	☐	☐	☐	☐	☐	☐
Fold & put away laundry	☐	☐	☐	☐	☐	☐	☐
Refill your water	☐	☐	☐	☐	☐	☐	☐
Move your body (a walk counts)	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐

Evening Wind-Down	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Set out tomorrow's clothes	☐	☐	☐	☐	☐	☐	☐
Peek at tomorrow's calendar	☐	☐	☐	☐	☐	☐	☐
Bags & keys by the door	☐	☐	☐	☐	☐	☐	☐
Clear one cluttered surface	☐	☐	☐	☐	☐	☐	☐
Empty & wipe the kitchen sink	☐	☐	☐	☐	☐	☐	☐
Bath or shower	☐	☐	☐	☐	☐	☐	☐
Brush teeth	☐	☐	☐	☐	☐	☐	☐
Lights out on time	☐	☐	☐	☐	☐	☐	☐

My Month at Home

Month _____

One weekly refresh + one zone each week. That's the whole plan.

How to use this

1. Use the routine page for your morning, afternoon & evening.
2. Each week, spend 15 minutes a day in that week's zone.
3. Do the Weekly Home Refresh once a week. Check the box for that week.
4. **New to zones?** Start with Zone 1 this week. Ignore the rest.

Weekly Home Refresh	Week 1	Week 2	Week 3	Week 4	Week 5
Wash the sheets	☐	☐	☐	☐	☐
Gather all the trash	☐	☐	☐	☐	☐
Dust the main spaces	☐	☐	☐	☐	☐
Vacuum the rugs & carpet	☐	☐	☐	☐	☐
Sweep or mop hard floors	☐	☐	☐	☐	☐
Wipe mirrors & glass	☐	☐	☐	☐	☐
Clear out old mail & papers	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐

This Week's Zone		Dates	Done
Zone 1	Entrance, porch & dining room	_____	☐
Zone 2	Kitchen	_____	☐
Zone 3	Bathroom + one extra room	_____	☐
Zone 4	Main bedroom & bath	_____	☐
Zone 5	Living room or den	_____	☐
Zone 6		_____	☐
Zone 7		_____	☐

Notes

ZONE 1

Month _____

Entrance, Front Porch & Dining Room

Set a 15-minute timer. Pick a few. When it rings, you're done for today.

- ◯ Clean cobwebs
- ◯ Dust window sills
- ◯ Dust the front door
- ◯ Wash & water plants
- ◯ Dust furniture
- ◯ Dust baseboards
- ◯ Tidy the coat closet
- ◯ Sweep, vacuum or mop
- ◯ Clean doors
- ◯ Clean the dining table
- ◯ Vacuum under furniture
- ◯ Dust porch furniture
- ◯ Sweep the porch
- ◯ Toss any dead plants
- ◯ Trim back bushes
- ◯ Wipe off tables
- ◯ Wipe banisters
- ◯ Wipe light fixtures
- ◯ Clear out clutter
- ◯ Add something that makes you smile
- ◯ Dust bottoms of chairs
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯

ZONE 2

The Kitchen

Month _____

Set a 15-minute timer. Pick a few. When it rings, you're done for today.

- ◯ Clear out & wipe the fridge
- ◯ Clean the microwave
- ◯ Clean the stove & oven
- ◯ Wipe down decor
- ◯ Tidy drawers
- ◯ Tidy cupboards
- ◯ Wipe down walls
- ◯ Wipe switch plates
- ◯ Wash inside windows
- ◯ Clean fan & vent filters
- ◯ Wipe cabinet fronts
- ◯ Clean light fixtures
- ◯ Clean under the sink
- ◯ Sweep & mop floors
- ◯ Clean pet dishes
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯

ZONE 3

Month _____

Bathroom + One Extra Room

Set a 15-minute timer. Pick a few. When it rings, you're done for today.

- ◯ Wash rugs & mats
- ◯ Scrub floors
- ◯ Tidy drawers
- ◯ Tidy cabinets
- ◯ Clean shower or tub
- ◯ Wash shower door
- ◯ Clean medicine cabinet
- ◯ Clean the scale
- ◯ Toss empty bottles & old products
- ◯ Scrub bath toys
- ◯ Wipe outside of toilet
- ◯ Polish furniture
- ◯ Tidy the closet
- ◯ Clean cobwebs
- ◯ Wash curtains & windows
- ◯ Put away stray items
- ◯ Tidy the bookcase
- ◯ Tidy toy shelves
- ◯ Clean under the bed
- ◯ Sort games & movies
- ◯ Clear off the desk
- ◯ Fill the printer tray
- ◯ File papers
- ◯ Wipe washer & dryer
- ◯ Check laundry supplies
- ◯
- ◯
- ◯

ZONE 4

Month _____

Main Bedroom, Bath & Closet

Set a 15-minute timer. Pick a few. When it rings, you're done for today.

- ◯ Wash rugs & mats
- ◯ Tidy makeup
- ◯ Tidy drawers
- ◯ Tidy cabinets
- ◯ Clean shower or tub
- ◯ Polish furniture
- ◯ Clear off the desk
- ◯ Clean cobwebs
- ◯ Wash mattress pad
- ◯ Empty trash
- ◯ Wash windows
- ◯ Donate a few books
- ◯ Tidy nightstands
- ◯ Clean under the bed
- ◯ Tidy closet shelves
- ◯ Line up shoes
- ◯ Put suitcases away
- ◯ Bag up clothes to donate
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯

ZONE 5

Month _____

Living Room, Family Room or Den

Set a 15-minute timer. Pick a few. When it rings, you're done for today.

- ◯ Clean cobwebs
- ◯ Clean windows
- ◯ Tidy bookcases
- ◯ Wash & water plants
- ◯ Wipe down decor
- ◯ Dust baseboards
- ◯ Clean closets
- ◯ Tidy drawers
- ◯ Wipe walls
- ◯ Wipe switch plates
- ◯ Clean & polish furniture
- ◯ Clean remotes
- ◯ Check under couch cushions
- ◯ Clean the fireplace
- ◯ Move furniture & vacuum
- ◯ Deep clean the carpet
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯

ZONE 6

Name this zone:

Month _____

Set a 15-minute timer. Pick a few. When it rings, you're done for today.

- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○

Need ideas?

Zone ideas: Garage · Kids' rooms · Office · Laundry room · Patio & yard

Tasks to try: Sweep the floor · Wipe the shelves · Toss old stuff · Dust the corners · Clear one surface

ZONE 7

Name this zone: _____

Month _____

Set a 15-minute timer. Pick a few. When it rings, you're done for today.

- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○

Need ideas?

Zone ideas: Guest room · Playroom · Stairs & hallway · Pantry · The car

Tasks to try: Wipe light switches · Clear the floor · Sort one bin · Vacuum the edges · Drop off donations

Laundry Rhythm

Give each day a load. Small loads you finish beat a mountain on the couch.

Day	Whose load or what	Wash	Dry	Folded	Put away
Mon		☐	☐	☐	☐
Tue		☐	☐	☐	☐
Wed		☐	☐	☐	☐
Thu		☐	☐	☐	☐
Fri		☐	☐	☐	☐
Sat		☐	☐	☐	☐
Sun		☐	☐	☐	☐

Every Week

Towels go on _____

Sheets go on _____

Kitchen towels & rags go on _____

Tip: Start a load in the morning so it's dry by the afternoon check-in.

Seasonal Deep Clean

Year _____

Twice a year. Spread it over a few weekends. No need to do it all at once.

Spring

- [ ] Wash windows inside & out
- [ ] Wash curtains or blinds
- [ ] Wipe baseboards
- [ ] Dust ceiling fans & lights
- [ ] Wash pillows & comforters
- [ ] Rotate the mattress
- [ ] Clean behind the fridge
- [ ] Clean the oven
- [ ] Wipe doors & handles
- [ ] Clean out closets
- [ ] Wash outdoor furniture
- [ ] Sweep the garage
- [ ]
- [ ]
- [ ]

Fall

- [ ] Swap out seasonal clothes
- [ ] Wash blankets & throws
- [ ] Clean the dryer vent
- [ ] Deep clean the carpets
- [ ] Wipe inside cabinets
- [ ] Clean the microwave & toaster
- [ ] Wash trash cans
- [ ] Dust vents & returns
- [ ] Clean entry mats & rugs
- [ ] Clear out the pantry
- [ ] Wipe light switches
- [ ] Tidy the coat closet
- [ ]
- [ ]
- [ ]

20-Minute Guest Clean

Someone's on their way? Set a timer and go. Done is better than perfect.

Clutter sweep

0–3 min

- [ ] Grab a laundry basket
- [ ] Toss stray stuff in it
- [ ] Hide the basket in a closet

Kitchen

3–8 min

- [ ] Dishes in the dishwasher
- [ ] Wipe the counters
- [ ] Wipe the table

Bathroom

8–13 min

- [ ] Wipe the sink & toilet
- [ ] Hang a fresh hand towel
- [ ] Check the toilet paper

Living room

13–17 min

- [ ] Fluff pillows, fold blankets
- [ ] Quick vacuum where people walk
- [ ] Open the blinds

Entry

17–20 min

- [ ] Line up the shoes
- [ ] Take out the trash
- [ ] Turn on a lamp or candle

Cleaning Supplies

Check what you have and what you need. Snap a photo before you shop.

Item	Have	Need
All-purpose spray	☐	☐
Glass cleaner	☐	☐
Bathroom cleaner	☐	☐
Toilet bowl cleaner	☐	☐
Disinfecting wipes	☐	☐
Dish soap	☐	☐
Dishwasher pods	☐	☐
Laundry detergent	☐	☐
Dryer sheets	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

Item	Have	Need
Microfiber cloths	☐	☐
Sponges	☐	☐
Scrub brush	☐	☐
Paper towels	☐	☐
Trash bags	☐	☐
Mop pads	☐	☐
Vacuum filters	☐	☐
Rubber gloves	☐	☐
Hand soap refill	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐