

How This Planner Works

Small jobs, a timer, and stopping counts as done



This planner breaks cleaning into small jobs you can finish. Nothing here takes more than 15 minutes.

Every day, do the 15-minute reset on page 2. Each weekday, do the three small jobs for that day's zone on page 3. When your head is full, empty it onto the brain dump on page 4.

On a good day, do one task from the 30-day declutter challenge. On a hard day, pull one task card from page 6, set a timer and stop when it rings.

Set a timer for every job. Stop when it rings, even halfway. Done is better than perfect, and tomorrow is a new page.

WHY I WANT A CALMER HOME

TOOLS I'LL KEEP HANDY

- ☐ Timer ☐ Spray and cloth
- ☐ Bin bag ☐ A basket for things in the wrong room

Daily 15-Minute Reset

Five minutes in the morning, ten at night

MORNING · 5 MINUTES

- ☐ Open the blinds
- ☐ Make the bed (pull the doona up counts)
- ☐ Dishes into the sink or dishwasher
- ☐ Wipe the bathroom basin

EVENING · 10 MINUTES

- ☐ Clear and wipe the kitchen bench
- ☐ Run the dishwasher
- ☐ Five-minute tidy of one room
- ☐ Things from the wrong room into the basket
- ☐ Set out tomorrow's clothes

JOB	MON	TUE	WED	THU	FRI	SAT	SUN
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THIS WEEK I'M PROUD OF

One Zone a Day

Three small jobs, then you're done

MONDAY · KITCHEN

- ☐ Wipe the cupboard fronts
- ☐ Clean the microwave
- ☐ Empty the fridge of old food

TUESDAY · BATHROOM

- ☐ Clean the toilet
- ☐ Wipe the mirror
- ☐ Swap the towels

WEDNESDAY · BEDROOMS

- ☐ Change one bed
- ☐ Clear the bedside tables
- ☐ Put clothes away

THURSDAY · LIVING AREAS

- ☐ Dust surfaces
- ☐ Vacuum the main floor
- ☐ Clear the coffee table

FRIDAY · LAUNDRY AND FLOORS

- ☐ One load washed and hung
- ☐ Mop the kitchen
- ☐ Shake out the mats

SATURDAY · CATCH-UP OR OUTSIDE

- ☐ Pick any one job you skipped
- ☐ Sweep the entrance
- ☐ Take out the recycling

SUNDAY · REST

- ☐ Only the 15-minute reset

EVERYTHING ON MY MIND (WRITE IT DOWN, THEN LET IT GO)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

30-Day Declutter Challenge

One small task a day · tick the box when it's done

☐ Bin 5 old receipts	☐ Odd socks	☐ Expired medicines	☐ One kitchen drawer	☐ Old magazines
☐ Spare cords and chargers	☐ Takeaway containers	☐ Bathroom samples	☐ Shoes you don't wear	☐ Your handbag or wallet
☐ Pantry: past dates	☐ Freezer: past dates	☐ Old makeup	☐ Linen cupboard	☐ Kids' broken toys
☐ Spare mugs	☐ Coats and jackets	☐ Under the sink	☐ Car glovebox	☐ Old paint and chemicals
☐ One shelf of books	☐ Fridge door	☐ Bedside table	☐ Phone photos: 50 deleted	☐ Email: unsubscribe from 5
☐ Spice rack	☐ Plastic bags	☐ One wardrobe shelf	☐ Gift wrap and cards	☐ Donate the box

Cleaning Task Cards

Cut out · pull one on a hard day · stop when the timer rings



**Wipe the kitchen
bench**

5 min



Clean the toilet

5 min



Empty every bin

5 min



**Vacuum one
room**

10 min



**Wipe the
bathroom mirror**

2 min



**Put one load of
washing on**

3 min



**Clear the coffee
table**

5 min



**Change the hand
towels**

2 min



**Wipe the
microwave**

5 min



**Ten things back
where they live**

10 min



**Sweep the
entrance**

5 min



Dust one shelf

5 min