

Pick three

No dates on purpose. Pick any three small things from any column, in any order. When they're done, you're done for today.

Today's three

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About 2 minutes	About 5 minutes	About 10 minutes
 Plump the cushions 1	 Wipe the counters 3	 Put the laundry away 6
 Make the bed 2	 Wipe the bathroom sink and faucet 3	 Clean all the mirrors 6
 Swap the dish towels and cloths 2	 Wash the pet bowls 3	 Wipe down the shower and tub 6
 Fresh towels out 2	 Load the dishwasher 4	 Clear out old food from the fridge 6
 Swap the kitchen sponge 2	 Unload the dishwasher 4	 Dust the bedroom 6
 Switch the laundry 2	 Wipe the stove and grates 4	 Wipe switches, handles and remotes 8
 Take out the compost 2	 Scrub the kitchen sink 4	 Change the sheets 10
 Wipe down the coffee machine 2	 Sweep the kitchen floor 4	 Clean the microwave 10
 Test the smoke alarm 2	 Water the plants 4	 Wash the dishes 10
	 Clean the toilet 5	
	 Run a wash 5	
	 Empty the small bins 5	

Low day: the first column is plenty. Okay day: one from each. More in you? Page 2. Minutes are the times CozyHaus gives each chore.

Days of care

Tick one box for every day you did anything at all. There are no dates, so a skipped day leaves no gap.

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This week, if there's room

The bigger weekly jobs. Cross out what your home doesn't have, and tick what gets done. What doesn't happen this week waits for the next one; it doesn't double.

Every week

about 139 min in all

	Vacuum all floors	25 min	☐
	Mop the hard floors	20 min	☐
	Change the sheets	10 min	☐
	Clean the toilet, twice	5 min	☐
	Wipe the bathroom sink and faucet, twice	3 min	☐
	Wipe down the shower and tub	6 min	☐
	Clean all the mirrors	6 min	☐
	Fresh towels out	2 min	☐
	Clear out old food from the fridge	6 min	☐
	Clean the microwave	10 min	☐
	Wipe switches, handles and remotes	8 min	☐
	Dust the bedroom	6 min	☐
	Dust the bookshelf	5 min	☐
	Empty the small bins	5 min	☐
	Water the plants	4 min	☐
	Put the garbage bin out	3 min	☐
	Swap the kitchen sponge	2 min	☐
	Shake the doormat and sweep the entry	5 min	☐

Every 2 weeks

about 54 min in all

	Clean the whole bathroom	35 min	☐
	Wash the bath mat	3 min	☐
	Shake the rugs outside	8 min	☐
	Vacuum under the sofa cushions	8 min	☐

Nobody does all of this in one go. Spread over a week, it's about 25 minutes a day, and three small picks from page 1 already cover part of it.

Last done

The jobs that come round once a month or less often. Instead of a calendar to fall behind on, write the date each time you do one. A glance shows what's due.

Chore	How often	Min	Last done	Then	Then
 Clean the dishwasher filter	Every month	8			
 Clean the washing machine	Every month	10			
 Clear the shower and sink drains	Every month	8			
 Wash the shower curtain and liner	Every month	5			
 Wash the mattress protector	Every month	5			
 Wash out the kitchen trash can	Every month	10			
 Wipe down the baseboards	Every month	15			
 Dust the blinds and curtains	Every month	10			
 Clean the oven	Every month	25			
 Deep scrub the shower and grout	Every month	25			
 Clean the windows	Every month	30			
 Descalc the showerhead	Every 3 months	10			
 Wash the duvet or comforter	Every 3 months	15			
 Vacuum the mattress	Every 3 months	15			
 Deep clean the fridge	Every 3 months	30			
 Wash the pillows	Twice a year	15			
 Rotate the mattress	Twice a year	10			
 Vacuum the fridge coils	Twice a year	10			
 Clear out the medicine cabinet	Twice a year	15			
 Replace the smoke alarm battery	Every year	5			
 Clean the dryer vent duct	Every year	30			

After a break

Back after a few days, or a few weeks? Do these in this order, then stop. About 30 minutes, and the basics work again.

1  Take out the trash and the recycling 5 min ☐

2  Gather the dishes, load the dishwasher or wash what you'll need tomorrow 10 min ☐

3  Wipe the counters and the stove 5 min ☐

4  Start one load of laundry 5 min ☐

5  Clean the toilet 5 min ☐

What can wait

Floors, dusting, windows and everything on page 3. None of it gets worse by waiting another day, and none of it needs doing before you start page 1 again tomorrow.

If it keeps happening

That's a sign the plan is too big, not that you are doing it wrong. Cross out more of page 2. Keep the three.

Starting with the trash and the dishes, in a fixed order, owes a lot to KC Davis's Five Things method, from her book *How to Keep House While Drowning*.