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# HOMEKEEPING SCHEDULE

*Mother's Workbook*

FREE EBOOK



VINTAGE



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## HOW TO MAKE A SCHEDULE

Step 1: Mealtimes. The first step in making a schedule is to plan your mealtimes. Give ample time for preparation, eating, and clean-up.

7:30 to 8:00	Breakfast and dishes.
12:00 to 1:00	Luncheon and dishes.
5:30 to 6:30	Dinner and dishes.

Step 2: Daily tasks. The second step is to list the daily tasks with ample time for each.

Before and Around Breakfast.	Minutes
1. Air bedroom. On arising, open wide the windows in bedroom for air circulation. Tidy a few minutes.	10
2. Prepare breakfast and set table.	15
3. Clear and wash table, wash dishes, and put away food.	15
Daily Tasks	
4. Make the beds. Tidy bedroom with extra time and close window.	15
5. Empty trash cans and reline. Spray with fresh lemon scent.	10
6. Open windows for air circulation.	5
7. Miscellaneous tasks: water plants, feed pets, etc.	10
8. Straighten furniture and tidy throughout the home.	15

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|---|----|
| 9. Surface dust throughout the home.            | 10 |
| 10. Surface sweep throughout the home.          | 15 |
| 11. Weekly cleaning task . one pe8 8<br>5r day. | 60 |

Step 3: Weekly tasks.

- |                      |                              |
|----------------------|------------------------------|
| Washing.             | Extra room.                  |
| Ironing and Mending. | Hall and stairs.             |
| Bedroom.             | Kitchen.                     |
| Bathroom.            | Fridge and Pantry.           |
| Living room.         | Meal planning &<br>shopping. |

Step 4: Seasonal tasks. The next step is to list tasks that need done occasionally or by season.

- Decorate for the season.
- Clean and organize a drawer or closet.
- Gardening.
- Sewing.
- Refresh wardrobe.
- Make doctor, dental, hair appointments.

Step 5: Schedule. Now it's time to put it all together. You can look at the sample schedules on the next page.

Sample 1: This is for the new bride or those without children.

Sample 2: This is for the mother or those who homeschool. This starts a bit earlier, but if you don't want to get up earlier, simply move tasks to the afternoon.

Either way, all tasks fit in the day with time out for anything you want.

# Sample Schedule 1

Suggested Time	Before and Around Breakfast.	Suggested Minutes
6:00	Complete beauty routine (Ch. 60)	60
7:00	Air bedroom. On arising, open wide the windows in bedroom for air circulation. Tidy.	10-15
7:15	Prepare breakfast and set table.	15
7:30	<b>Breakfast</b>	15
7:45	Clear and wash table, wash dishes, and put away food.	15
Daily Tasks		
8:00	Make the beds. Tidy bedroom with extra time; close window.	15
8:15	Empty trash cans and reline. Spray with fresh lemon scent.	10
8:25	Open windows for air circulation.	5
8:30	Miscellaneous tasks: water plants, feed pets, etc.	10
8:40	Straighten furniture and tidy throughout the home.	15
8:55	Surface dust throughout home.	5-10
9:00	Surface sweep throughout home.	15
Weekly Task		
9:15 11:00	Wash, dry, fold, and put-away all clothes, towels, and linens.	60+
Seasonal Task		
11:00	Seasonal task.	30

11:30	Prepare luncheon.	30
12:00	Luncheon and dishes.	60
1:00 . 4:00	Time-out for anything you want.	3 hrs.
4:00	Prepare dinner.	90
5:30	Dinner and dishes.	60
6:30 . 8:00	Family time.	90
8:00	Children bath & bedtime story.	60

## *Sample Schedule 2*

Suggested Time	Before and Around Breakfast.	Suggested Minutes
5:00	Complete beauty routine (Ch. 60)	60
6:00	Air bedroom. On arising, open wide the windows in bedroom for air circulation. Tidy.	10
Daily Tasks		
6:10	Make the beds; close window.	10
6:20	Empty trash cans and reline. Spray with fresh lemon scent.	10
6:30	Open windows for air circulation.	5
6:35	Miscellaneous tasks; water plants, feed pets, etc.	10
6:45	Straighten furniture and tidy throughout home.	15
7:00	Surface dust through home.	5-10
7:05	Surface sweep through home.	10-15
7:15	Prepare breakfast and set table.	15
7:30	<b>Breakfast</b>	15
7:45	Clear and wash table, wash dishes, and put away food.	15
Weekly Task		
8:00	Wash, dry, fold, and put-away all clothes, towels, and linens. *	60
9:00- 11:30	Homeschool.	2-3 hrs.

Seasonal Task

11:30	Organize one drawer. *	15
11:45	Prepare luncheon.	15
12:00	Luncheon and dishes.	60
1:00	Time-out for anything you want.	3 hrs.
4:00	(Finish weekly/seasonal tasks.)	
4:00	Prepare dinner.	90
5:30	Dinner and dishes.	60
6:30	Family time.	90
8:00		
8:00	Children bath & bedtime story.	60

\*There is time to finish the weekly or seasonal task in the afternoon.

*And now it's your turn . . .*

# Your Schedule

Suggested Time	Before and Around Breakfast.	Suggested Minutes
Daily Tasks		
Weekly Task		
Seasonal Task		




**\* Finish in afternoon as needed.**