

# NEAT

## DAILY / WEEKLY EXTRAS

- ☐ MAIL - OPEN, SORT & SCAN
- ☐ MAKE BEDS
- ☐ PICK UP CLUTTER - RETURN TO "HOME"
- ☐ LOAD, RUN & EMPTY DISHWASHER
- ☐ TAKE OUT TRASH / CLEAN CANS
- ☐ WIPE DINING ROOM TABLE
- ☐ SWEEP FLOORS
- ☐ WIPE DOWN KITCHEN COUNTERS
- ☐ WASH, DRY & PUT AWAY DISHES
- ☐ CLEAN KITCHEN SINK
- ☐ WATER PLANTS & CLEAN YARD
- ☐ WASH BEDDING
- ☐ RESTOCK SUPPLIES