

HOUSEKEEPING CHECKLIST

Business

WEEKLY

- Business meeting ☐
- Plan week ahead ☐
- Invoice clients ☐
- Follow up on invoices ☐
- Clear inbox ☐
- Clear downloads folder ☐
- Tidy workspace ☐
- Download photos ☐
- Back up phone ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

BI-MONTHLY

- Bookkeeping ☐
- Batch social posts ☐
- Tidy desktop ☐
- ☐
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- ☐

MONTHLY

- Monthly review ☐
- Record stats ☐
- Reconcile accounts ☐
- Scan + file paperwork ☐
- Batch blog articles ☐
- Check website updates ☐
- Check computer updates ☐
- Cancel services not used ☐
- Print planner pages ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

QUARTERLY

- Quarterly review ☐
- Content calendar plan ☐
- Plan projects ☐
- Re-purpose content ☐
- Clean up social accounts ☐
- Clean up computer files ☐
- Archive client files ☐
- Pay taxes ☐
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BI-ANNUALLY

- Review goals ☐
- Update email sequences ☐
- Clean up browser bookmarks ☐
- Update passwords ☐
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ANNUALLY

- Client + customer thank you ☐
- Yearly review ☐
- Map out next year's plan ☐
- Spring clean website ☐
- Review legal terms ☐
- Update bio ☐
- Renew domain + hosting ☐
- Prepare tax documents ☐
- Review insurances ☐
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- ☐

HOUSEKEEPING CHECKLIST

Life

WEEKLY

- Family meeting ☐
- Plan week ahead ☐
- Schedule date night ☐
- Pay bills ☐
- Water plants ☐
- Basic house cleaning ☐
- Grocery shopping ☐
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BI-MONTHLY

- Scan + file paperwork ☐
- Return library books ☐
- Spot clean kitchen cabinets ☐
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MONTHLY

- Prepare greeting cards ☐
- Check bank statements ☐
- Cancel services not used ☐
- Clean exhaust fans ☐
- Check dryer filter ☐
- Check tyre air pressure ☐
- Check car oil + water ☐
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QUARTERLY

- Review goals ☐
- Pinterest seasonal recipes ☐
- Pinterest family activities ☐
- De-clutter magazines ☐
- De-clutter paperwork ☐
- Dust light fixtures ☐
- Clean refrigerator ☐
- Clean rugs ☐
- Clean washing machine ☐
- Clean dishwasher ☐
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BI-ANNUALLY

- Update passwords ☐
- Clean up social accounts ☐
- Wash bed covers ☐
- De-clutter belongings ☐
- Donate items ☐
- Spot clean walls ☐
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ANNUALLY

- Review insurances ☐
- Prepare tax return ☐
- Compare phone plans ☐
- Compare utility plans ☐
- Health check-ups ☐
- Renew car registration ☐
- Take family photo ☐
- Send out Christmas cards ☐
- Review bucket lists ☐
- Change fire alarm batteries ☐
- Wash curtains + windows ☐
- Dust wall pictures ☐
- Clean carpets ☐
- Clean pantry ☐
- Change water filters ☐
- Clean freezer ☐
- ☐
- ☐