

# Monthly Checklist

## Physical

- |                            |   |
|----------------------------|---|
| Scrub Litter Boxes         | Vacuum All Floor Vents and Edges of Rooms |
| Administer Heartworm Meds  |   |
| Administer Flea Treatments | Change oil/Check Tire Rotation            |
| Replace Furnace Filter     | Wash Vehicle                              |
| Clean Return Air Vents     | Buy Dog Food                              |
| Clear drains               | Complete Monthly Mass Shopping            |

## DIGITAL/PAPERWORK

- |   |                                   |
|---|-----------------------------------|
| Update Savings/Pay Down Chart   | Purge coupon File                 |
| Transfer Savings into Savings   | Input monthly Purina Codes        |
| Upload Photos from ALL devices  | Fill in the Monthly Calendar      |
| Sort and File Photos From All Devices                                       | Create Monthly Menu               |
| Upload Photos to Shutterfly   | Review bills for unnecessary fees |
| Take inventory of supplies, fridge, freezers and cabinets BEFORE shopping   |                                   |
| Create mass shopping list based from oh hand supplies and your Monthly Menu |                                   |
| Update Monthly Checks and Bills-Add any surprises                           |                                   |

