

Weekly Checklist

Paperwork

Balance Bank Accounts	Check "other" Facebook Messages
Balance Budget	Delete Texts
Make weekly calendar of events	Double Check and Adjust Menu
Fill out birthday cards	Start new shopping/needs list
Pay Bills	Check new ads and coupons
Empty Phone Messages	Cut and File New Coupons
Complete items in the "Take Action" folder	Update Medical Files (hole punch/add to event list)
File all items in the "file" folder	Scan & Save important papers

Phone calls

- Order scripts
- Schedule and confirm appointments
- Preregister for any procedures
- Check in with loved ones

Weekly Checklist

Digital

Purge Emails

Enter Shutterfly Codes

Enter Coke Codes

Gatorade Codes

Enter Kelloggs Codes

Recyclebank

Scan receipts for Receipt Hog, Checkout 51, IBOTTA, SNAP @ Groupon, Savings Catcher and Savings Star,

Physical

Fill medicine compartments

Vacuum Master Bedroom

Gather and take out ALL trash

Vacuum Kid's Bedroom

Check dishwasher drain and unclog

Empty Dehumidifiers

Turn Compost

Clean Vaporizers

Fill Bird Feeders

Wash Sheets

Vacuum stairs

Clean out vehicles

Clean out refrigerator

Purge/organize snack cabinet

Clean out purse, diaper bag, briefcase, backpack, gym bag

Errands

Drop off mail

Exchange Library Books

Drop off donations

Drop off recycling