

DAILY MOMENTUM

Maintenance & Routine Tracker

DATE: _____

MORNING LAUNCH

Make bed & clear floor	5m
Empty dishwasher/drying rack	10m
Start one load of laundry	5m
Wipe bathroom vanity	2m

WORK-DAY MAINTENANCE

Clear desk & digital inbox	15m
Process physical mail/papers	10m
Refill water & tidy snack area	5m

EVENING RESET

Kitchen "Close": Sink empty & counters wiped	20m
Fold & put away laundry load	15m
10-Minute "Power Tidy" (Common areas)	10m
Prep tomorrow's lunch/outfit	15m

WEEKLY ROTATION (FOCUS)

- Floors: Vacuum / Mop
- Dusting: Surfaces & Fans
- Linens: Sheets & Towels

NOTES & PRIORITIES

A clean space is a clear mind.