

ANYTIME CHECKLIST

1	2	3	4	5	Project	Task	Context
					Meals & Recipes	Try a new recipe	@Kitchen
					Meals & Recipes	Add 5 new recipes to file	@Home
					BloemFix	Create an article for BloemFix	@Computer
					Bloemfontein Tourism	Update Events	@Office
					Bloemfontein Tourism	Create an article for Bloemfontein Tourism	@Computer
					Organize Now	Email, phone or whatsapp a friend	@Phone
					Organize Now	Have some craft / project time	@Home
					FlyLady	27-boogie (give, put, throw away)	@Home

SUNDAY CHECKLIST

1	2	3	4	5	Project	Task	Context
					Spirit / Christian	Church	@Errands
					FlyLady	Update FlyLady Mission List	@Computer
					Organize Now	Do something with family	@Home
					Organize Now	Weekly planning with family	@Home
					GTD	Weekly Review	@Desk
					Organize Now	Go over this week's section & Make To-Do list.	@Desk

MONDAY CHECKLIST

1	2	3	4	5	Project	Task	Context
					BloemFix	Create the Featured Listing Image and post to Facebook & Twitter	@Office
					FlyLady	Weekly Home Blessing	@Home
					FlyLady	- Toss old magazines	@Home
					FlyLady	- Change Sheets	@Home
					Organize Now FlyLady	- Empty all trash	@Home
					FlyLady	- Vacuum all rooms (middles)	@Home
					FlyLady	- Wet mop floors	@Home
					FlyLady	- Shine mirrors & Doors	@Home
					FlyLady	- Feather Dust	@Home
					Organize Now	Replace Bath Towels	@Home
					WebworxX	Create the Featured client of the week post	@Office

TUESDAY CHECKLIST

1	2	3	4	5	Project	Task	Context
					FlyLady	Pamper Day - Take a bubble bath (or Epson salt) - Soak feet in warm water for 15 minutes - scrub the dry cracked heels - push cuticles back - do a quick polish - slather on some lotion	@Home
					FlyLady	Menu Planning	@Planner
					FlyLady	Take out all the trash	@Home

WEDNESDAY CHECKLIST

1	2	3	4	5	Project	Task	Context
					FlyLady	Make grocery list	@Planner
					Homemaking	Put away laundry	@Home
					FlyLady	Clean out fridge	@Home
					Authentically Ash	Create Blog Post	@Computer

THURSDAY CHECKLIST

1	2	3	4	5	Project	Task	Context
					Spirit / Christian	Cell Group	@Errands
					FlyLady	Errand Day	@Errands

FRIDAY CHECKLIST

1	2	3	4	5	Project	Task	Context
					Bookkeeping	Update Finances	@Computer
					FlyLady	Desk Day	@Computer
					Organize Now	Chill night	@Home
					FlyLady	Clean out car	@Garage
					Organize Now	Clean receipts from wallet	@Desk

SATURDAY CHECKLIST

1	2	3	4	5	Project	Task	Context
					FlyLady	Detailed Cleaning	@Home
					Homemaking	Baking Day	@Kitchen
					Family / Friends	Night with friends	@Anywhere
					Organize Now	Print out weekly checklists & update Control Journal	@Computer
					Organize Now	Soak Dishcloths overnight	@Kitchen
					FlyLady	Wash MicroFibre cloths in vinegar	@Kitchen