

## DAILY EVENING CHECKLIST

### PART 1 (5PM - 8PM):

S	M	T	W	T	F	S	PROJECT	TASK	CONTEXT
							Organize Now	Walk / Play with Zoey	@Home
							Homemaking	Put on some nice music	@Living
							Homemaking	2-minute clean-up (kitchen)	@Kitchen
							Homemaking	Make Dinner (5:30pm)	@Kitchen
							Homemaking	2-minute clean-up (dining room)	@Dining
							Homemaking	Set dinner table	@Dining
							Organize Now	Eat Dinner at table	@Dining
							Family / Spirit	Family Bible Time	@Dining
							Homemaking	Fill Ice Tray	@Home
							Homemaking	2-minute collect all dishes	@Home
							Organize Now	Wash dishes	@Kitchen
							FlyLady	Shine the sink	@Kitchen
							Organize Now	Wipe down the kitchen counters & table	@Kitchen
							FlyLady	Lay out clean dishcloths	@Kitchen
							FlyLady	Fill washing machine	@Kitchen
							FlyLady	Fill water cooler	@Kitchen
							FlyLady	Pack bag for tomorrow	@Home
							FlyLady	2-min living room tidy up	@Living

### PART 2 (8PM - 8:30PM):

S	M	T	W	T	F	S	PROJECT	TASK	CONTEXT
							FlyLady	Make a cup of tea	@Kitchen
							FlyLady	Check Calendar	@Desk
							Organize Now	Write tomorrow's To-Do list	@Desk
							FlyLady	What's for breakfast?	@Desk
							Family and Friends	Update File	@Desk
							Organize Now	Update Point Log	@Computer
							Organize Now	Write in Journal - 2 thankfals	@Desk
							Organize Now	2 minute clean-up (spare room)	@Spare Room

**PART 3 (8:30PM - 10:00PM):**

S	M	T	W	T	F	S	PROJECT	TASK	CONTEXT
							FlyLady	Select an Affirmation/Quote to meditate on	@Computer
							FlyLady	Turn off all screens	@Home
							Personal Care	Shower / Bath	@Bathroom
							Personal Care	Brush Teeth	@Bathroom
							FlyLady	2 minute clean-up (bedroom)	@Bedroom
							FlyLady	Lay out tomorrow's clothes	@Bedroom
							FlyLady	Remove Make-up	@Bedroom
							Organize Now	Read to child	@Bedroom
							Organize Now	Read to self (Fiction) - 15min	@Bedroom
							Spirit / Christian	Prayer Time	@Bedroom
							Family	Cuddle Time	@Bedroom
							FlyLady	Lights out before 10pm	@Bedroom