

Appendix A: Daily Opening Checklist

The opening routine prepares the home for the day and then ends. Choose the actions that matter in your household; a working morning does not require every box every day.

- [] Straighten or make the beds that affect the morning's sense of order.
- [] Open curtains or blinds when privacy, weather, and temperature allow.
- [] Clear the bathroom counter after use; hang towels and contain clothing.
- [] Put away dry dishes or unload enough of the dishwasher for the day.
- [] Confirm today's meals; move needed food to thaw safely in the refrigerator.
- [] Start only the planned laundry load that can be transferred and finished.
- [] Clear the entry or launch area; place keys, bags, and outgoing items together.
- [] Complete a five-minute reset of the main shared room, if needed.
- [] Check the household calendar and name the one home task that belongs today.
- [] Declare the home open and move on to the rest of the day.

My Opening Routine

- Opening action 1: Write your answer: _____
- Opening action 2: Write your answer: _____
- Opening action 3: Write your answer: _____
- Optional action: Write your answer: _____
- Minimum opening: Write your answer: _____
- Finish cue: Write your answer: _____
- Target minutes: Write your answer: _____