

Appendix D: Monthly Rotation

Choose one to three items from the assigned area each week. The purpose is to return to less-frequent care before it becomes a crisis, not to complete every possible task every month.

[] Week 1: Area: Kitchen; Choose what matters: Refrigerator shelf or drawer; pantry check; appliance care; cabinet fronts; one neglected zone; Complete: Date: _____

[] Week 2: Area: Bathroom and laundry; Choose what matters: Shower detail; grout check; linen review; washer or dryer care as directed; storage edit; Complete: Date: _____

[] Week 3: Area: Bedrooms and living areas; Choose what matters: Under furniture; upholstery; mattress care as directed; curtains or blinds; one display or storage area; Complete: Date: _____

[] Week 4: Area: Administration and maintenance; Choose what matters: Supply inventory; records; filters; safety checks; repair actions; donation exit; Complete: Date: _____

[] Week 5: Area: Rest or catch-up; Choose what matters: Use only when needed. Do not manufacture work to fill an extra week.; Complete: Date: _____

Monthly Home Review

- [] Review next month's calendar, work demands, travel, guests, and household events.
- [] Check essential supplies and add only genuine shortages to the shopping list.
- [] Review open repairs and write the next physical action for each priority item.
- [] Confirm upcoming maintenance dates, warranties, and service appointments.
- [] Choose one clutter or organizing project; schedule it separately from cleaning.
- [] Adjust task owners, frequencies, and minimum versions based on the month just lived.
- [] Select the next month's four rotation areas and leave at least one margin for rest.

My Monthly Plan

- Month: Write your answer: _____
- Review date: Write your answer: _____
- One priority project: Write your answer: _____
- One repair action: Write your answer: _____

- Standard to simplify: Write your answer: _____