

EXECUTIVE
Homemaker
PLANNER





How to Organize your Executive Homemaker Planner

1. Slip the **cover page** in the plastic cover on binder or make your own fun cover. {optional}
2. Use the **binder tabs** to mark sections. {or write your own}
3. Three hole punch this years calendar and put it before the **Daily** Tab.

The following bolded categories are the “tabs” for each section of your Executive Homemaker planner. Feel free to change things up according to the needs of your own family. The goal is to have all of your “paper clutter” in one place for easy access, future resource, and clean counter tops.

Daily:

- Goals for the Week
- Errands to Run
- People to Call
- Ongoing Problems
- Family Home Evening Schedule

Friends & Neighbors:

- Important Phone Numbers
- Neighborhood Phone List
- Babysitter Instructions
- Homeowners Association Info – pool hours, etc.

Church/School & Sports:

- School Attendance phone number
- Transportation phone number {bus or carpool}
- School calendar
- Pre-school snack calendar & healthy suggestions
- Church phone list
- Sports schedules and phone numbers

Monthly Plan:

- Monthly Tasks
- Monthly Birthday List
- Bunco Group List
- Book Club List
- [Monthly Food Storage Schedule](#)

Special thanks to:

- Mique from [30 Handmade Days](#) for doing the fabulous graphics for all the worksheets in the EH binder.
- Janna with [Cut and Create](#) who designed *your bonus gift*, Thank You

Shopping:

- Birthday Party Planner
- Birthday Wish Lists
- Coupon info (you can use a page protector or other type file for this.)
- Rebate Information

Cleaning:

- Cleaning Checklist
- Chores at What Age list

(Personally, I use this tab for “Ongoing Problems” to keep a paper trail for insurance claims, flexible spending receipts, and repairs on the house, etc.)

Family Info:

- Yearly Goals: Short Term & Long Term
- Birthday Party Planner
- Vacation Information
- Holiday Information

Expense:

- Budget
- Needs and Wants list

Front Pocket:

- Grocery List



GOALS FOR THE WEEK

Me:

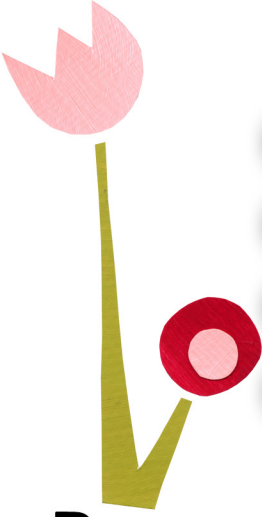
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Honey-do list:

1. _____
2. _____
3. _____



Errands to Run



People to Call

Person:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Regarding:

-
-
-
-
-
-

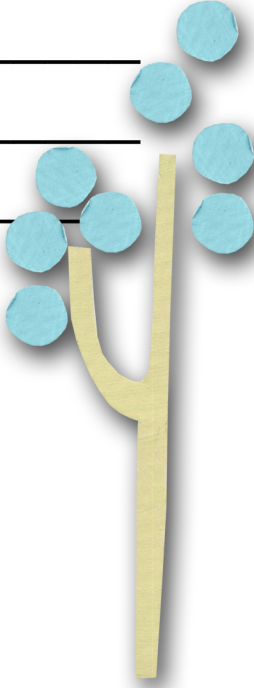
Notes to Write

Person:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Regarding:

-
-
-
-
-
-



ONGOING PROBLEMS

1. _____
Contact person _____
Phone number _____
Date _____
Resolution _____

Follow up _____
Date _____
Resolution _____

2. _____
Contact person _____
Phone number _____
Date _____
Resolution _____

Follow up _____
Date _____
Resolution _____



Important Phone Numbers

Family:

_____	_____	_____	_____
work- _____	work- _____	work- _____	work- _____
cel- _____	cel- _____	cel- _____	cel- _____
_____	_____	_____	_____
work- _____	work- _____	work- _____	work- _____
cel- _____	cel- _____	cel- _____	cel- _____

Friends:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Pediatrician _____

Primary care physician _____

Hospital _____

OBGYN _____

Dentist _____

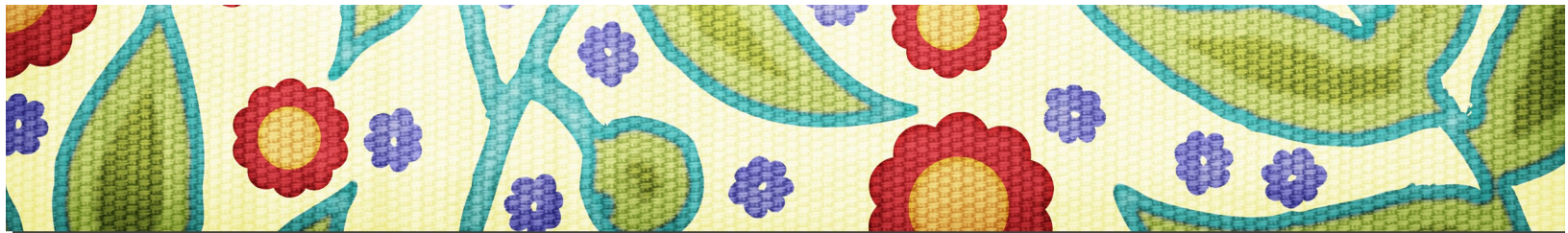
Eye Doctor _____

Salon _____

Elementary School _____

Middle School _____

High School _____



Neighborhood Phone List

Address	Name	Kids	Phone Number



Babysitter Information

Our cell phone # is: _____

We will be back at: _____

We are going: _____

_____ loves _____
_____ loves _____
_____ loves _____
_____ loves _____



Games are in the _____

Snacks they can have are: _____

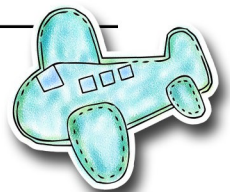
Home rules:

1. _____
2. _____
3. _____
4. _____

Bedtime Routine:



Tips:



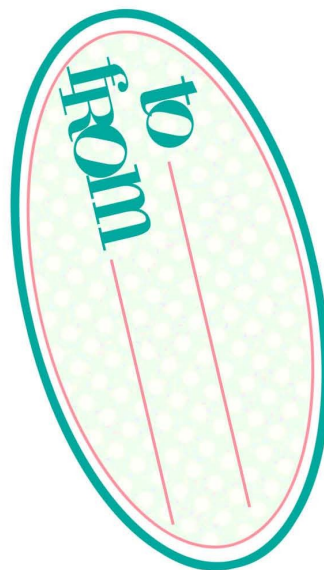
cut & create

by janna wilson

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www.jannawilson.typepad.com

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Basic House Cleaning Schedule

Daily

- Straighten up the whole house
- Wipe counters and range top
- Make beds
- Dump kitchen garbage
- Clean up any spots and spill
- Hang up all clothes
- Read and dispose of mail and magazines
- Praise any cleaning effort

Semi-Weekly

- Vacuum most-used areas
- Do laundry

Weekly

- Vacuum carpets
- Sweep or dust-mop hard floors
- Damp-mop floors
- Dust furniture
- Change beds
- Spot clean handprints, etc.
- Wash glass door
- Clean mirrors
- Clean sinks
- Clean showers and tubs
- Clean toilet bowl
- Dump all trashcans

Monthly

- Dust woodwork and high and low areas
- Catch all cobwebs
- Vacuum upholstery
- Vacuum drapes
- Vacuum blinds
- Sweep or vacuum carpet edges
- Surface clean carpeting
- Damp-wipe seats of chairs
- Clean out refrigerator
- Clean kitchen cabinet fronts
- Clean appliance fronts and tops
- Dissolve any hard-water buildup
- Wash/disinfect trash containers

Monthly (exterior)

- Wash doormats
- Sweep or hose walks/driveway
- Spot clean doors
- Sweep garage

Annually

- Wash or dry-sponge walls
- Touch up nicks in wall paint
- Clean under and behind things
- Wash hard-to-reach windows
- Wash or dry-clean drapes or curtains
- Wash window screens
- Clean light fixtures
- Wash blinds
- Wash/clean blankets
- Shampoo carpet

Annually (exterior)

- Clean drain gutters
- Wash exterior of all windows
- Clean screens/storm doors
- Clean/sweep chimney

Every Several Years

- Wash or otherwise clean ceilings

Remember: Clean it when it's soiled, not when it's scheduled.

Possible Tasks Kids Can Do By Age

A list of suggested chores, responsibilities, and life skills by age to be used only as a baseline for teaching children how to be self-reliant. Since every child is different, parents please use at your discretion.

3 years

Learn to brush teeth
Get dressed
Repeat prayers
Potty train {girls}
Pick up toys w/ help

4 years

Potty trained {boys}
Put clothes in hamper
Loves to sort!
~ Stack clean colored plastic cups
~ stack tupperware
Loves spray bottles!
~ They spray, you wipe.
{no harmful chemicals}

5 years old

Brush teeth independently
Start to make bed
Swiffer kitchen floor
Sort clean silverware
Dry paint brush to dust baseboards
Pick up and throw away pieces of trash
Get own snack

6 years old

Put away clothes in drawer
Make bed {better}
Pour cereal
Dust w/ Pledge
Water plants
Carry light grocery bags in from the car
Participate in team sports
Memorize phone number

7 years old

Make a sandwich
Take showers
Clear and set table
Empty dishwasher no glass
Vacuum 1 room
Bring down dirty clothes
Toilets w/ Clorox wipes
Read with comprehension
Memorize address
Make/answer phone calls

8 years old

Floss teeth
Do their own hair
Properly make bed
Make a lunch
Wash dishes
Clean mirrors
Straighten up a room
Load and empty entire dishwasher
Use microwave
Warm up canned food
Empty garbage cans
Have a savings account
Earn allowance
Simple yard work: water plants, pull weeds, help plant flowers.

9 years old

Wake up via alarm
Cut nails
Vacuum
Put away clean clothes
Help put away groceries
Learn basic first aid
Write letters
Understand puberty
Email
Wrap presents

10 years old

Wash car
Make own breakfast
Understand basic nutrition
Make salad
Cook Mac & Cheese
Cook vegetables
Bake desserts
Sew on buttons
Use a camera

11 years old

Mop floor
Clean windows
Clean refrigerator
Clean cupboards
Straighten closets
Learn laundry process
Use leaf blower
Learn crochet or to knit
Babysitting prep class

12 years old

Understand weight control
Bake pies and bread
Prepare main dishes
Help create grocery list
Learn about stain removal
Iron own clothes
Mow lawn
Vacuum interior of car
Use weed eater
Babysit

14 years old

Clean stovetop
Clean oven
Keep personal calendar
Arrange for own haircuts
Learn about makeup
Do laundry entirely
Shop for clothing and other items
Use ATM
How to order online
Understand prescriptions
Learn meat handling rules
Understand social etiquette
How to sell items online

15 years old

Plan meals
Plan parties
Memorize social security number
Understand and use a debit card
Learn about debt and interest
Simple household repairs

16 years old

Make and keep dentist and doctor appt.
Shop for groceries
Keep a simple budget
Find bargains
Get driver's license
Change a flat tire
Understand credit cards
Understand interviewing process
Get a job
Open checking account
Pay for mobile phone



Grocery List

