

The Kaizen Cleaning Calendar



Made For YOUR
Schedule!

How To Use This Calendar

I really don't like "Done For You" products that are supposed to make your life easier but don't take into consideration your personal circumstances.

Which is why this calendar is different.

I know you are busy and you maybe in a different part of the world than myself, different seasons, different climate and chances are we have a different schedule too!

To make the most out of this pack, I recommend printing it all out and then putting each sheet into a protective plastic binder sheet or laminate them if possible. You can then take out the current month and stick it the fridge to keep it at the forefront of your mind

Once you have done that, work through the following list and mark everything into your calendar according to your personal schedule and seasons.

We all have different homes and families so there might be things missing off the list for your personal needs. That's OK you can add that you feel is missing to personalise the plan for you and your family.



Prepare Your Schedule

First things first!

Go through your year and mark days where you definitely won't be doing any deep cleaning. Family birthdays, religious celebrations, holidays and vacations etc.

You will notice that the days of the week are missing, that's so that you can reuse and recycle the pack as much as you need to. This means that I don't have to make a new version each year and you don't need to buy one! You will probably find that you can use the same schedule again the following year but with a few tweaks.

As you work through the list, think about the seasons too, it is pointless for me to wash drapes and curtains in June because that is the rainy season here and they would never dry, so keep things like that in mind.

I know this feels like a lot of hard work before you even pick up a duster! But, over the course of the year it makes your life easier and you'll be able to do it on auto pilot. Rather than randomly thinking that it's about time you cleaned the oven and not even knowing when you did it last!

BONUS: Having everything written down makes it look like a lot of work, which of course it is but when you are doing a bit here and there other family members tend to forget about all the elbow grease you are putting in!

This gives you a perfect opportunity to delegate, everyone who lives in the house should contribute to it's upkeep so drafting in some helping hands.



Finals Tips

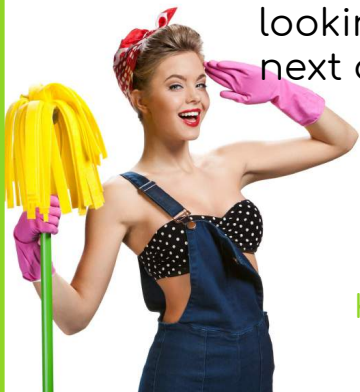
You will notice that on the side of the monthly spread there are the daily tasks. A few notes on why these are important. As a family, these daily tasks will become part of the daily flow of your day if you build them into the routine. It might take awhile to get there but believe me, it is worth it!

Make your bed - Scientifically proven, there is a psychological shift in your mindset when you make your bed first thing. Which is why the armed forces drill it into their routine. Get up, make the bed, one thing off the to-do list before you have even had your morning brew!

Tidy & Put Away - Do this daily and it help keep the chaos under control. Get the kids on to it too, pop on some music and do a 5-10 minute sweep of the house. You'll be amazed at the difference in your home if you make this a solid, family daily habit.

Last Job - Clean The Kitchen Sink - This is another mindset tweak. When you are faced with a sink full of dirty dishes and manky kitchen counters first thing in the morning, it's like you are been given a mental kick in the head.

Not a good feeling to start the day. Yes, it takes a bit of effort to leave the kitchen looking clean and tidy but it will make a huge difference in the out look of your day, the next day. Like Nike says... Just Do It!



How Often You Should Clean Everything!

Weekly

I find the easiest way to do this is a little everyday, that way if I miss a day it's not the end of the world.

- Mop the floors
- Clean bathroom & toilets
- Clean mirrors
- Dust
- Vacuum floors & furniture
- Change bedding
- Wipe down kitchen appliances
- _____
- _____



How Often You Should Clean Everything!

Monthly

Pick one off the list to do each week

- Vacuum vents & woodwork
- Dust & clean light fixtures
- Clean washing machine and dryer
- Clean dishwasher
- _____
- _____



How Often You Should Clean Everything!

3x a year

Schedule each one in every 4 months

- Deep clean fridge and freezer
- Deep clean oven and range hood
- Wash shower curtain
- Clean those hard to reach spots, under and behind heavy furniture
- Clean patio/deck & outdoor furniture
- Wash pillows and comforters
- Vacuum and turn mattresses
- Wash car and clean inside
- Clean windows
- Wax and polish wooden floors
- _____
- _____



How Often You Should Clean Everything!

Annually

Schedule these once a year, keep the seasons and when you will be busy in mind

- Clean fireplace and chimney
- Deep clean carpet and upholstery
- Clean drapes and curtains
- Clean out gutters



January

Daily

Make bed

Dishes

Wipe countertop

Wipe table

Kitchen floor

Squeegee shower

Kitchen sink

Tidy & Put Away

Laundry (as needed)

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



February

Daily

Make bed

Dishes

Wipe countertop

Wipe table

Kitchen floor

Squeegee shower

Kitchen sink

Tidy & Put Away

Laundry (as needed)

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						



March

Daily

Make bed

Dishes

Wipe countertop

Wipe table

Kitchen floor

Squeegee shower

Kitchen sink

Tidy & Put Away

Laundry (as needed)

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



April

Daily

Make bed

Dishes

Wipe countertop

Wipe table

Kitchen floor

Squeegee shower

Kitchen sink

Tidy & Put Away

Laundry (as needed)

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



May

Daily

Make bed

Dishes

Wipe countertop

Wipe table

Kitchen floor

Squeegee shower

Kitchen sink

Tidy & Put Away

Laundry (as needed)

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



June

Daily

Make bed

Dishes

Wipe countertop

Wipe table

Kitchen floor

Squeegee shower

Kitchen sink

Tidy & Put Away

Laundry (as needed)

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



July

Daily

Make bed

Dishes

Wipe countertop

Wipe table

Kitchen floor

Squeegee shower

Kitchen sink

Tidy & Put Away

Laundry (as needed)

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



August

Daily

Make bed

Dishes

Wipe countertop

Wipe table

Kitchen floor

Squeegee shower

Kitchen sink

Tidy & Put Away

Laundry (as needed)

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



September

Daily

Make bed

Dishes

Wipe countertop

Wipe table

Kitchen floor

Squeegee shower

Kitchen sink

Tidy & Put Away

Laundry (as needed)

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



October

Daily

Make bed

Dishes

Wipe countertop

Wipe table

Kitchen floor

Squeegee shower

Kitchen sink

Tidy & Put Away

Laundry (as needed)

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



November

Daily

Make bed

Dishes

Wipe countertop

Wipe table

Kitchen floor

Squeegee shower

Kitchen sink

Tidy & Put Away

Laundry (as needed)

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



December

Daily

Make bed

Dishes

Wipe countertop

Wipe table

Kitchen floor

Squeegee shower

Kitchen sink

Tidy & Put Away

Laundry (as needed)

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



Who Is jojoebi?

And why should you care?

Hi!
I just wanted to introduce myself ...

My name is Jo Ebisujima, AKA jojoebi because no one can pronounce my family name!



I'm a Brit, living in Japan with my family. I discovered Montessori when my son was born and fell in love! I had been teaching kids ESL for years before that and Montessori fit so well with what I knew of kids behaviour and learning. I work almost 99% of my time online, my main thing is helping busy moms to get organized so that they have more time to spend with their family, on their business or just some good old fashioned 'me time'.

I'm very much a kaizen productivity nerd and that combined with my Montessori training and out-of-the-box thinking, gives me a unique way to help mamas that are feeling like they are near the end of their tether.

I believe that if mom is happy then the rest of the family is happy, so getting mom to the point where she is enjoying what she is doing without feeling stressed and overwhelmed all the time is a big win.

I have several online courses, you can find out more about what I do over at www.jojoebi.com

I also run a free community of moms who are out to make their own lives better, have more fun and make more money. If you would like to join her, pop over to [Moms That Rock](#).

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