

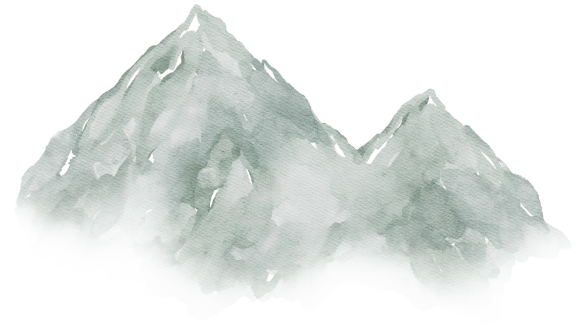
Family Management

**Templates for
organizing your
home life.**



KC DAVIS struggle
care

WELCOME



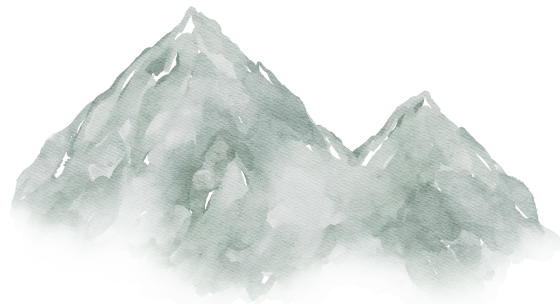
The Family Management Bundle is perfect for anyone who would benefit from a "reference" bible of all things related to running your home.

This bundle includes:

- Opening and Closing Duties templates for each member of the family
- Cleaning Kit guide with information on how to use products and safety info
- Monthly Cleaning & Maintenance schedule template
- Weekly Cleaning & Maintenance schedule template
- Restock Day template
- Groceries Checklist
- Supplies Checklist
- Shopping List
- 6 weeks of Dinner Menu templates
- Maintenance Page x2: List the information for your HVAC, plumber, yard services company etc. so you don't have to go googling every time something needs attention in your home
- Financial Info page: Do you know where to look for your bank info, 401k, and stock portfolio? What service did you use for taxes last year? Keep your info on this page.
- Medical Info page: When is the last time you had a checkup and with who? What's the name of the ophthalmologist your kid saw last year? Yeah that's what I thought. Let's write all that here.
- Pets info: For listing vaccine info, Vet info, pet sitters or medication brands.
- Babysitters: For parents to list their roster of babysitters
- Babysitter info: a template for all the information your sitter needs to know
- Birthdays: keep track of those important dates!
- Holiday gifts checklist: make sure you don't miss anyone this year.
- Holiday tasks: are you the magic maker in your home? Keep track of what needs to be done this upcoming holiday season from cards to lights.
- Packing list: Never forget your phone charger again with a packing list.
- BONUS: for families with children: kids care tasks templates included (6 extra pages)



CLOSING DUTIES



What are closing duties?

Closing Duties is a way of being kind to future-you. It's a short list of care tasks that are done every night before you clock out for the evening and rest. Typically closing duties are done early in the evening so the rest of your time can be spent relaxing. Closing duties are short--anywhere from 5 to 50 mins. If you are having a hard time and trying your first care task routine start with just one item until it feels right to add more.

How do you choose closing duties?

The best closing duties are those that set morning-you up for success. Think about 1-2 tasks that set up what you need for the first few hours of the morning. You can also choose a task that you typically dislike, but would be more manageable if it were done daily. For example, if doing dishes is something you dislike, and therefore put off, you might want doing dishes to be a closing duty. Think of 1-2 things that just make you happy in the morning. This could be setting your coffee machine to automatically brew a fresh pot every morning before you wake. Think also about any care tasks that you seem to forget such as taking medication or brushing teeth. Folding these into your closing duties is a great way to increase consistency. Or perhaps you like your slippers by your bed so your feet aren't cold. The key is that you aren't trying to get the whole house clean with closing duties. You are just getting some spaces back to functional.

What is a survival day?

A survival day is any day where you are stressed, exhausted, or having a tough time. On these days, a shortened list of closing duties allows you to care for yourself while still getting rest and recharge. It helps you keep the momentum of routine going on days when the whole list feels like too much.

What does it mean to clock out?

It means you are done with care tasks for the day! You rest, recharge, and do something you like--even if there are things left undone.

Wait, then what are opening duties?

Due to schedules or preference, some people prefer to have opening duties instead of closing duties. And some people have both! Do what feels right for you. (I only have closing duties)



My closing duties

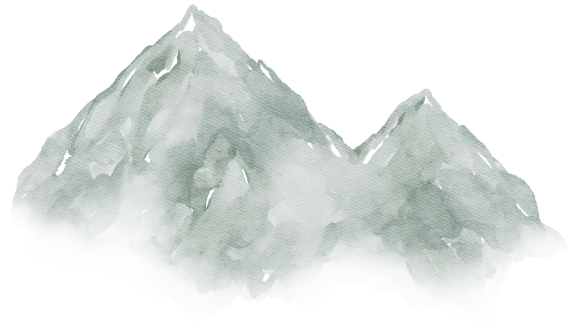
- Unload/reload dishwasher
- Wipe down high chair
- Make cold brew
- Bring in lunchbox from car
- Clear a functional counter space
- Take out trash
- Take meds
- Brush teeth

My survival day closing duties

- Put kids milk cups in dishwasher (with the clean dishes) and run again
- Take meds
- Brush teeth



CLOSING DUTIES



NAME:

CLOSING DUTIES

1.

4.

2.

5.

3.

6.

SURVIVAL DAY CLOSING DUTIES

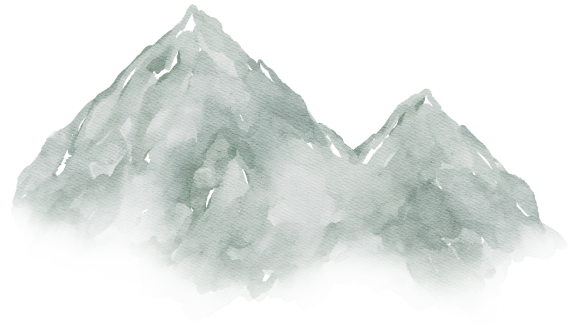
AFFIRMATIONS



CLOCK OUT TIME:



CLOSING DUTIES



NAME:

CLOSING DUTIES

1.

4.

2.

5.

3.

6.

SURVIVAL DAY CLOSING DUTIES

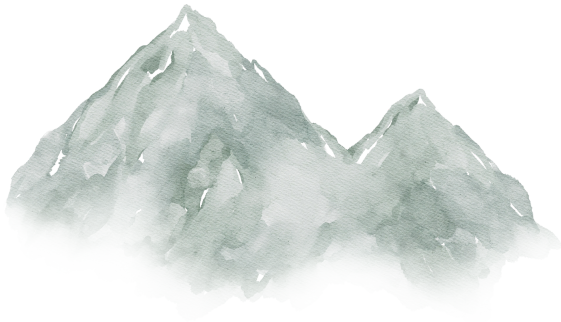
AFFIRMATIONS



CLOCK OUT TIME:



OPENING DUTIES



NAME:

OPENING DUTIES

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

SURVIVAL DAY OPENING DUTIES

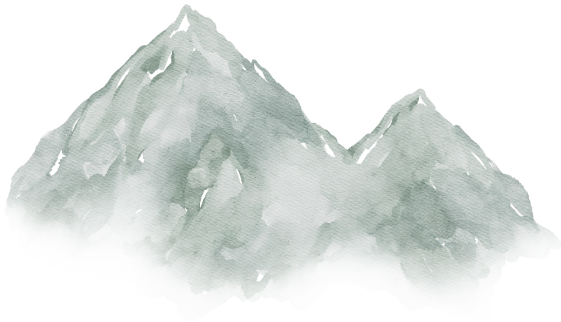
AFFIRMATIONS



TIME TARGETS:



OPENING DUTIES



NAME:

OPENING DUTIES

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

SURVIVAL DAY OPENING DUTIES

AFFIRMATIONS



TIME TARGETS:





CLEANING KIT

What do I need?

There are tons of specialty products on the shelves and that can make shopping for cleaning products confusing. This list gives you a good starting point to clean everything in your home. You can add to it as needed.

I can't afford all that/I'm still overwhelmed

If this kit feels out of reach, a great place to start is buying some dawn power-wash and a scrub daddy. You can get almost anything clean that way.

Safety info

Be sure to never mix the following products as they could cause a poisonous gas.

- bleach products (like clorox) + ammonia products (like windex)
- bleach products + vinegar



Dawn Powerwash

A powerful soap for dishes, countertops, floors, bathtubs, tile, kids toys, etc.



Pledge Multi-surface

An anti-bacterial surface cleaner for wood, stainless steel, countertops, and more. Does not require rinsing.



Sprayway Glass Cleaner

Ammonia-free glass cleaner for glass tops, windows, and mirrors.



Clorox Wand

An easy-to-use toilet cleaner that can be used inside and outside the toilet. You can also use on the floor, baseboards, sinks, and tubs.



Lysol Wipes

A disinfectant for when you need to kill germs from raw produce juice, bodily fluids, or when someone in your home is sick.



Bar Keepers Friend

A powerful cleaner for persistent toilet rings, shower scum, stovetops, and sinks.



Scrub Daddy

A one-of-a-kind sponge that gets hard grime off of dishes, countertops, cabinets, floors, and more. And it won't scratch.



Microfiber Cloths

These cloths use static charge to attract dust and make them the best dusting cloths.



Plastic Putty Knife

Easy takes off stubborn stuck on grime from countertops and floors.



Vacuum & Broom

You can vacuum both carpet and hard floors but a broom is nice for a quick sweep.

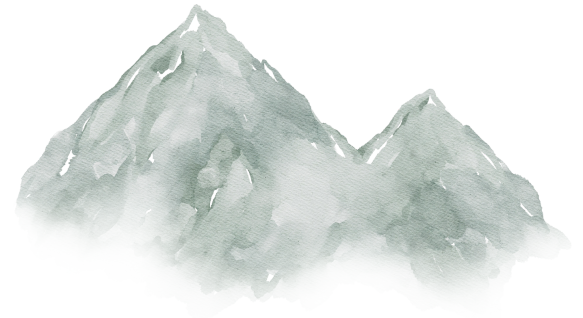


Handheld Vacuum

Great for sucking up dustballs from corners or crumbs from the couch or stove.

CLEANING

AND MAINTENANCE SCHEDULE



Weekly Schedules

Daily maintenance of your space is something with which a lot of people struggle. Trying to keep everything "just so" is usually an exhausting and unpleasant way to spend the day and when it becomes overwhelming, most of us just give up entirely. It's for this reason that a simple plan to keep a space livable is better than an overwhelming plan to keep a space perfect. One of the easiest ways to do this is to look at a space in your home you would like to keep livable. Perhaps this is your bedroom or the kitchen. If you are a parent you might pick a child's room or playroom. Think of 4-6 tasks that, if they were done every week, would make that space very livable. For example, let's say I look around my bedroom and decide that (1) if the cups and dishes were taken out, (2) if the sheets were changed, (3) if the laundry was thrown into the washer and started, and (4) if trash was thrown away and taken out, it would be a very livable space. You might decide to repeat some twice a week. Then, decide which part of your day is most routine and add doing that one thing to your routine. Perhaps most days you get ready for work or every day at noon you put kiddos down for a nap. Hang the list in the room so you can see it and complete your task. Voila! You're on the road to maintaining your space.

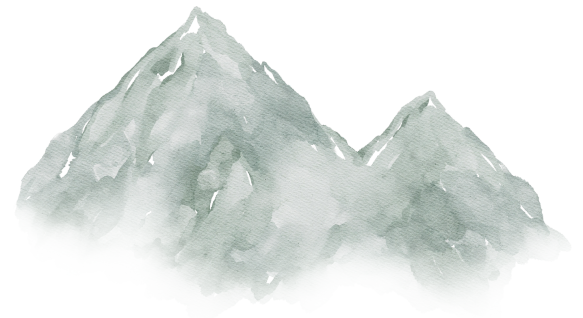
M <i>take out diapers</i>	T <i>change sheets</i>	W <i>throw trash away</i>
Th <i>start laundry</i>	F <i>take out diapers</i>	S <i>throw trash away</i>

This example is a great starting point for maintenance. Some people like the idea of a weekly cleaning schedule and have the lifestyle that allows for that sort of thing each day. This is neither necessary nor superior to cleaning at hoc or waiting until you have a large chunk of time to knock out several things--but some might prefer it. Because I am a stay at home parent, I played around with the idea of a cleaning schedule--trying to do one cleaning task each day so things didn't become overwhelming. I used one chart for the upstairs and one for the downstairs. To set myself up for success I wrote down my rules & reminders for the list:



CLEANING

AND MAINTENANCE SCHEDULE



Reminders & Rules

This list is here to help me. I do not serve this list.

This schedule is here to make my life easier not to make it harder. The schedule isn't for telling me what I must do everyday. The way it serves me is that each day is by taking the burden of decision making away. I don't have to feel as though I have to clean everything and I don't have to waste time analyzing which task should be prioritized. I get to do the thing for today and then focus on other things knowing I'll get to the rest of it.

Missing days is morally neutral

I can miss days or decide to do something different anytime I want or need to. This week I skipped the dusting day.

I do not have to complete the whole task

There are four bathrooms in my house. I don't ever clean all four in one day. I simply pick the one I think needs cleaning, or the most convenient one, or even the one I did last week because I don't want to spend very much time on it. I'll get to them all eventually and even if they are dirty some of the time if I'm always doing something it will always look better than it was. Most days that read "clean kitchen" I just pick a few things to clean in the kitchen. Perhaps I wipe down the counters and clean the microwave one week, the next week I'll do the stove. This approach means I always feel good that I am caring for my space and avoid the anxiety that makes me feel as though I am a servant to the list.

Downstairs

M Laundry	T Order Groceries	W Dusting
TH Kitchen	F Mop Floors	S Restock

Upstairs

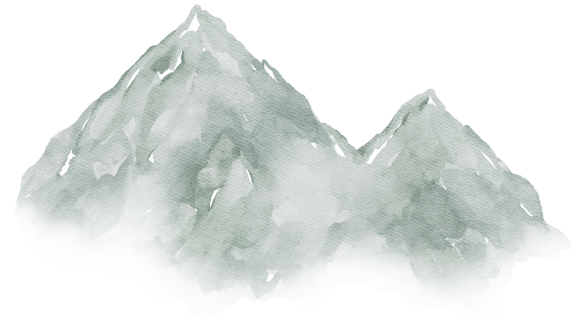
M Laundry	T Bathrooms	W Dusting
TH Sheets & Towels	F Vacuum Floors	S

Restock day is a great way to fold all those tiny tasks (restocking TP, refilling soaps etc) into a more rewarding accomplishment



CLEANING

AND MAINTENANCE SCHEDULE



Monthly Care Tasks

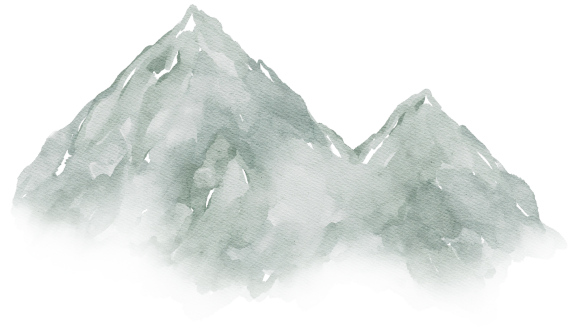
For monthly care tasks, choose between 6-12 tasks (you may want some tasks to be done twice a year). Below are some suggestions. Assign each task a month. Remember, while there are a lot of suggestions out there on how often to do these things, there is no universal right way. The right way for you is anything that keeps your space functional without overwhelming you. You may be tempted to add several things to each month. If you are already in the habit of doing several things each month then go for it. However, if you are just starting out it may be best to stick with one and see how it goes. Some items on this list may simply not matter to you and that's ok. Some may seem like too much for you and it's ok to skip those items. It's better to have a low-key home care plan that you feel empowered to do than a perfect one that is left undone or adds stress to your life. Don't forget you can always ask or pay for help with these items. Having a plan allows you to predict and prepare. (note: I do not do all this lol)

- Change air filter
- De-salinate coffee pot
- Deep clean carpets
- Vacuum & flip mattresses
- Clean oven
- Vacuum couches
- Wash curtains
- Wash windows
- Deep clean fridge/freezer
- Clean under furniture
- Clean out & organize pantry
- Clean inside cabinets
- Purge & donate toys
- Clean gutters
- Purge & clean closets
- Hire cleaning company for deep clean

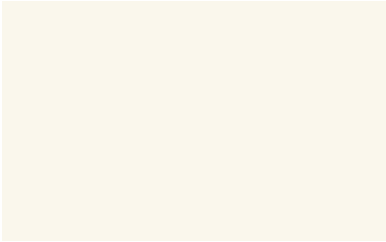


CLEANING

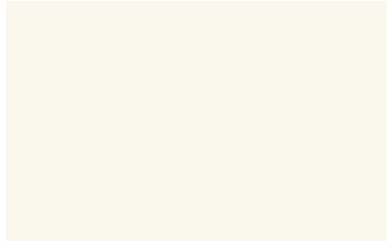
AND MAINTENANCE SCHEDULE



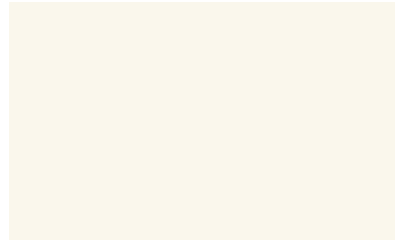
JANUARY



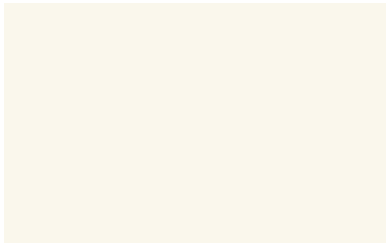
FEBRUARY



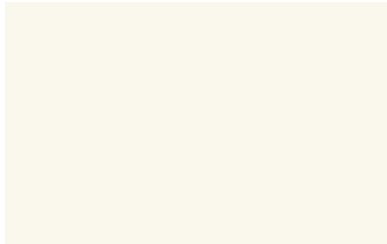
MARCH



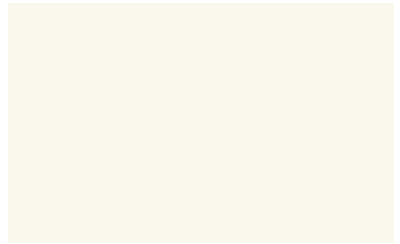
APRIL



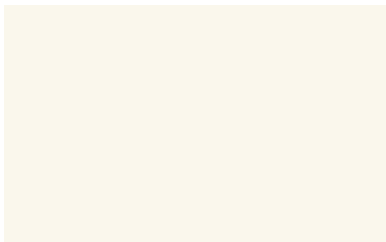
MAY



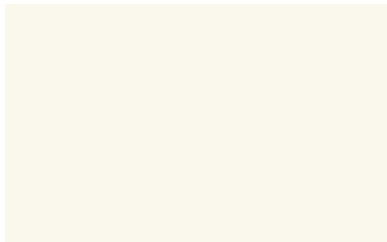
JUNE



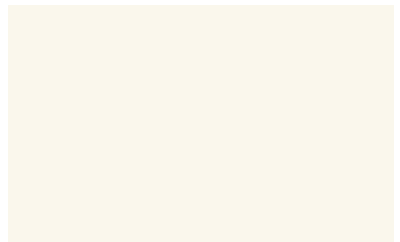
JULY



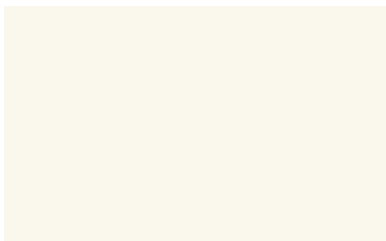
AUGUST



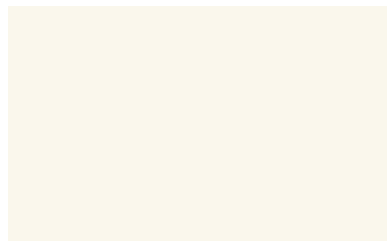
SEPTEMBER



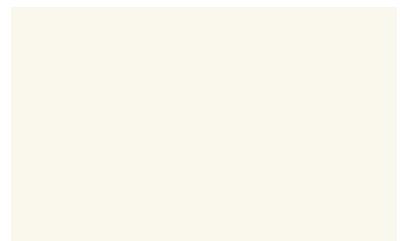
OCTOBER



NOVEMBER

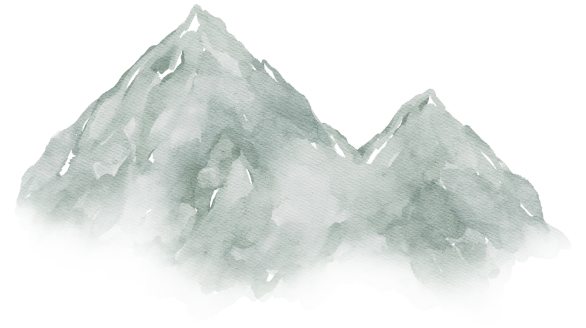


DECEMBER



CLEANING

AND MAINTENANCE SCHEDULE



MONDAY

TUESDAY

WEDNESDAY

THURSDAY

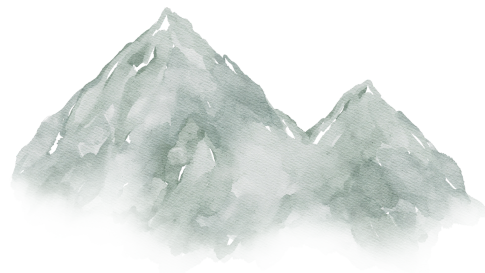
FRIDAY

SATURDAY

AS NEEDED:



RESTOCK DAY



KITCHEN:

LIVING ROOM:

ROOM:

ROOM:

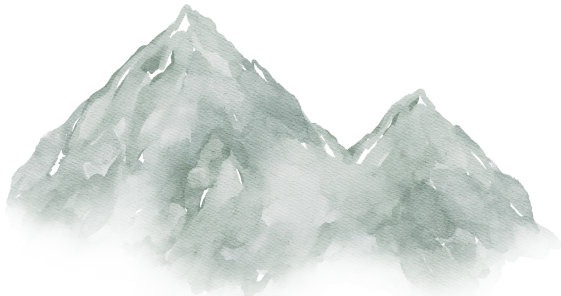
ROOM:

ROOM:

SUPPLIES NEEDED



GROCERIES



.....

.....

.....

.....

.....

.....



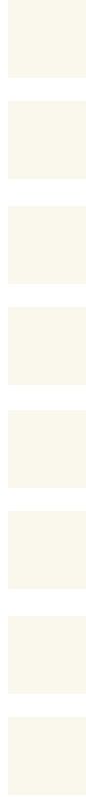
SUPPLIES



.....



.....



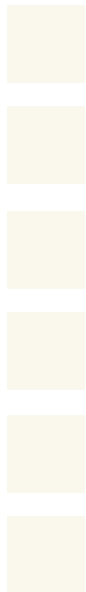
.....



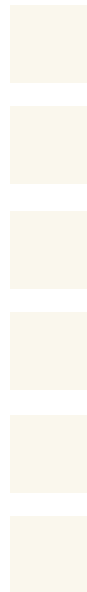
.....



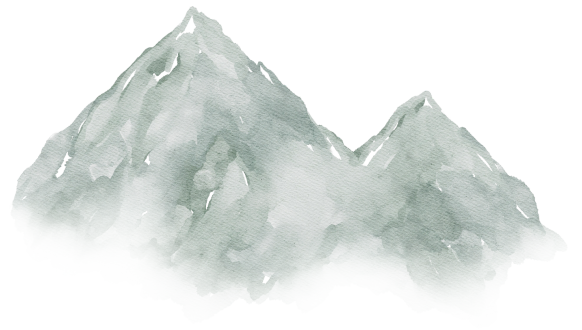
.....



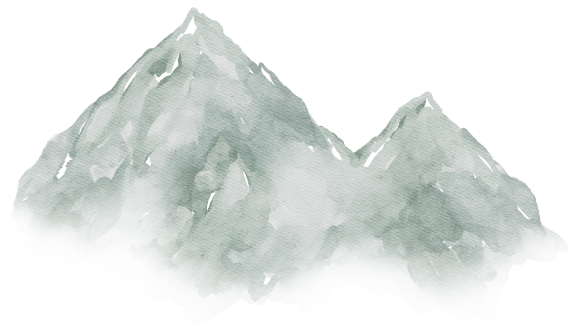
.....



SHOPPING



DINNER MENU



WEEK ONE

MON

TUES

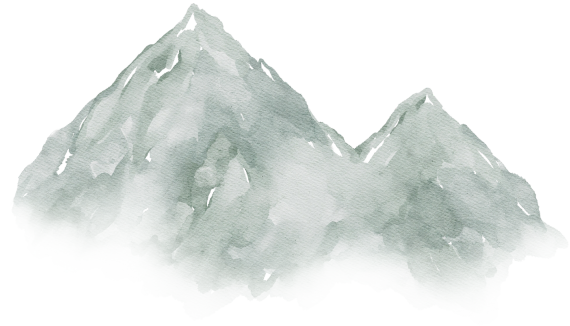
WED

THURS

FRI



DINNER MENU



WEEK TWO

MON

TUES

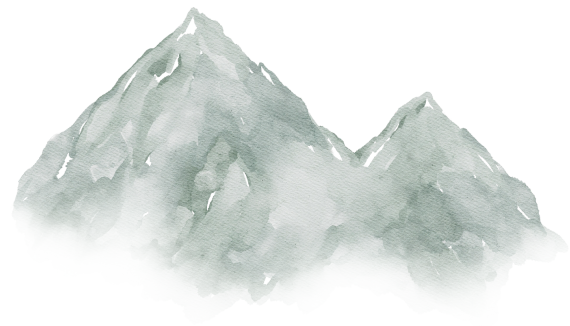
WED

THURS

FRI



DINNER MENU



WEEK THREE

MON

TUES

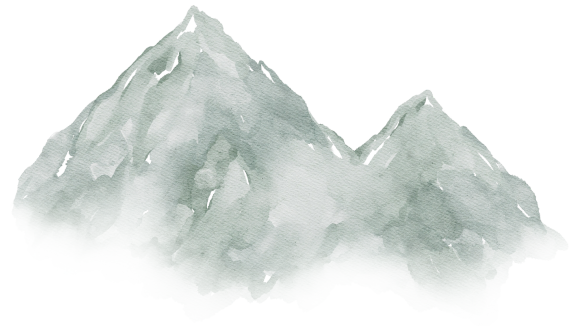
WED

THURS

FRI



DINNER MENU



WEEK FOUR

MON

TUES

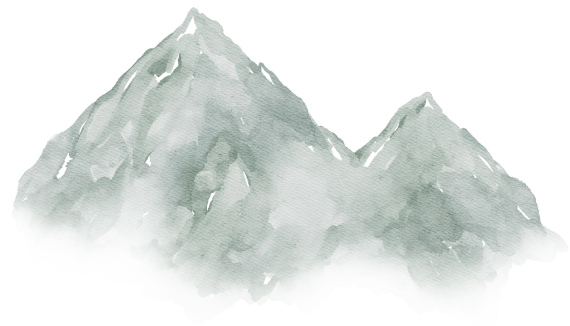
WED

THURS

FRI



DINNER MENU



WEEK FIVE

MON

TUES

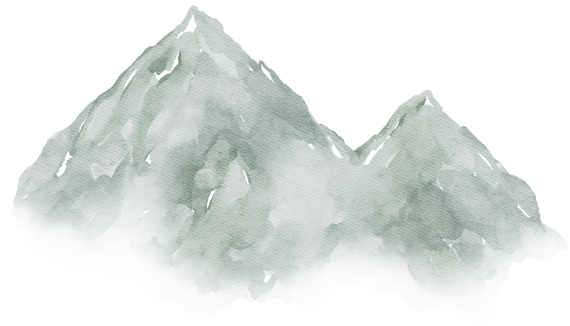
WED

THURS

FRI



DINNER MENU



WEEK SIX

MON

TUES

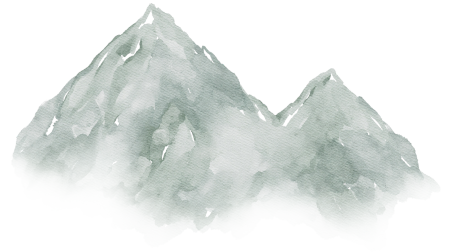
WED

THURS

FRI



MAINTENANCE



NAME:

NOTES

INFO:

NAME:

NOTES

INFO:

NAME:

NOTES

INFO:

NAME:

NOTES

INFO:

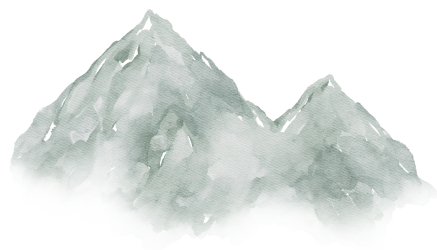
NAME:

NOTES

INFO:



MAINTENANCE



NAME:

NOTES

INFO:

NAME:

NOTES

INFO:

NAME:

NOTES

INFO:

NAME:

NOTES

INFO:

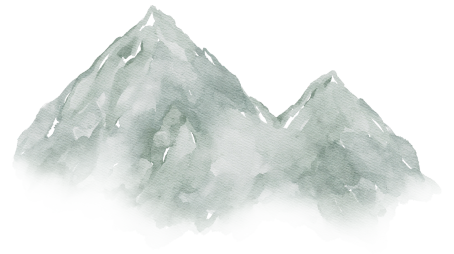
NAME:

NOTES

INFO:



FINANCIAL



NAME:

NOTES

INFO:

NAME:

NOTES

INFO:

NAME:

NOTES

INFO:

NAME:

NOTES

INFO:

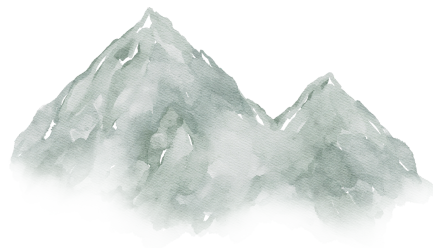
NAME:

NOTES

INFO:



MEDICAL



NAME:

NOTES

INFO:

NAME:

NOTES

INFO:

NAME:

NOTES

INFO:

NAME:

NOTES

INFO:

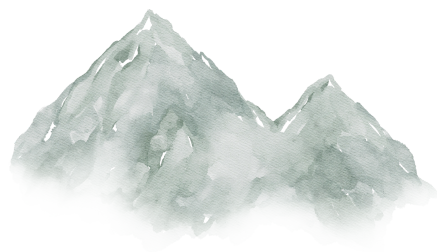
NAME:

NOTES

INFO:



PETS



NAME:

NOTES

INFO:

NAME:

NOTES

INFO:

NAME:

NOTES

INFO:

NAME:

NOTES

INFO:

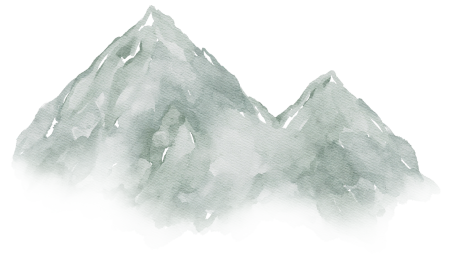
NAME:

NOTES

INFO:



BABYSITTERS



NAME:

NOTES

INFO:

NAME:

NOTES

INFO:

NAME:

NOTES

INFO:

NAME:

NOTES

INFO:

NAME:

NOTES

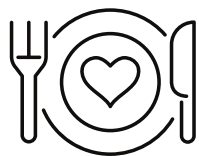
INFO:



BABYSITTER INFO



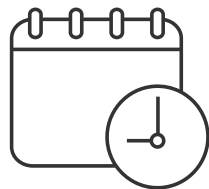
Kid's Names and Ages:



Meals
& Snacks



Food Safety:
(allergies or choking hazards)



Schedule

You should also know...



Contact Numbers

If you cannot reach us
you can contact:

Nearest Urgent Care:



Television
Rules

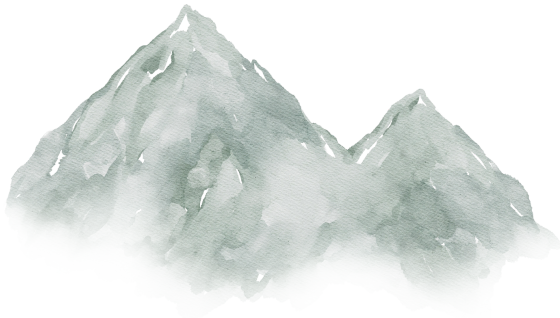
- ☐ No TV today please
☐ TV is ok

Time limit: _____

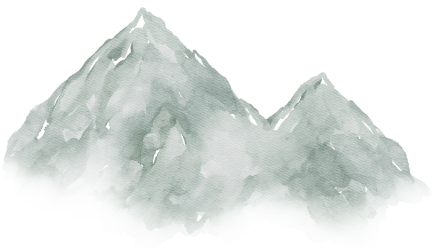
Shows allowed:



BIRTHDAYS



HOLIDAY GIFTS



☐

☐

☐

☐

☐

☐

☐

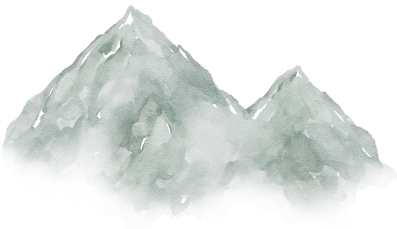
☐

☐

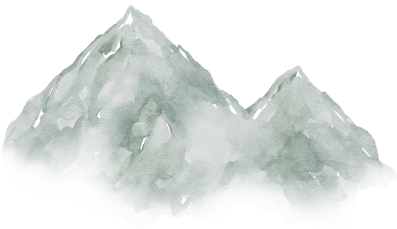
☐



HOLIDAY TASKS



PACKING LIST



Kids Templates

How to Use

1. Sit down with your kiddos and talk to them about caring for their space and body as a functional task. Tell them they deserve to have a comfortable body and a functional space to play.
2. Get curious with your kids and ask them what they want from their space. They might not answer what you would answer. For example, you may be hoping for "lay out my outfit for tomorrow" but your kid says "Line up all my stuffies in a row." It's ok to gently lead your child to functional tasks but the most important thing is to follow their lead in what matters to them. This routine isn't designed to teach them to keep a clean room--it's designed to teach them to think about what matters to them and plan ahead to take care of themselves. Something they are intrinsically motivated to do is going to be a better task than something told to them.



Time clock is drawn without arms so you can color in the time



Icons can be cut out and used to symbolize care tasks. Kids love to move the icon to the "done" square when they are finished. There are also blank squares to draw your own. Use putty, tape, or velcro to affix the icons in the first row.



Laminating your pages or using a page protector will make the pages last longer

Closing Duties

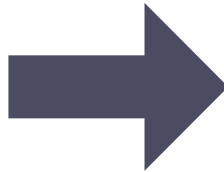
← →
name



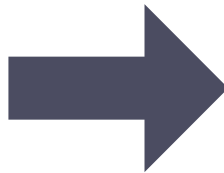
starts at:

Done!

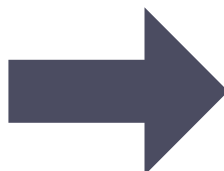
1.



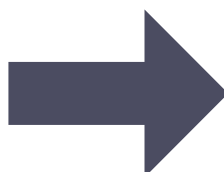
2.



3.



4.



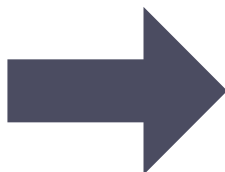
Opening Duties



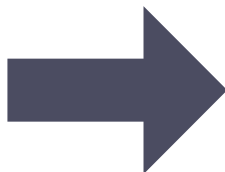
starts at:

Done!

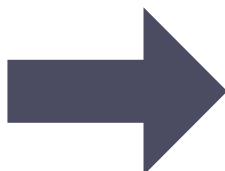
1.



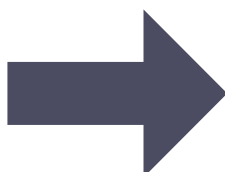
2.



3.



4.



Daily Duties



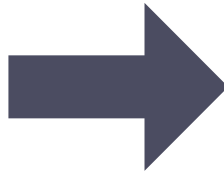
name



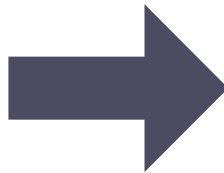
starts at:

Done!

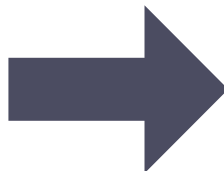
1.



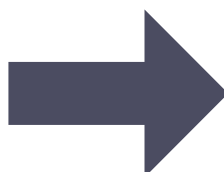
2.



3.



4.



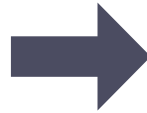
Weekly Tasks



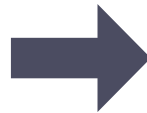
name

Done!

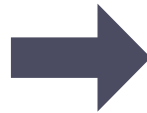
Monday

☐☐

Tuesday

☐☐

Wednesday

☐☐

Thursday

☐☐

Friday

☐☐

Saturday

☐☐

Clean up

1.Trash



2. Clothes



3. Dishes



4. Toys



Outside Play

What to do before you come inside



Icons

