

# Chore Schedule

Time	Activity
9 – 9:30	Answer emails, make/return phone calls
9:30 – 9:45	Start laundry, fold load from dryer
9:45 – 10:15	Back in the office
10:15 – 10:30	Put laundry in the dryer, empty dishwasher
10:30 – 11:00	Back in the office
11:00 – 11:15	Vacuum living room floor and hallway, if time
11:15 – 11:45	Back in office
11:45 – 12:15	Lunch break, wipe down kitchen counters/table
12:15 – 12:45	Back in the office
12:45 – 1:00	Wipe down bathroom sink/counter/toilet, clean mirror
1:00 – 1:30	Back in the office
1:30 – 1:45	Fold laundry from dryer, start new load (if needed)
1:45 – 2:00	Back in the office, answers any important emails or return any pressing phone calls. Create your business 'to do' list for next day.