

Daily Cleaning Planner [BLANK]

The goal of this sheet isn't to create a perfect schedule—or to follow one flawlessly. It's simply a starting point.

Many people with ADHD approach cleaning with an “all-or-nothing” mindset: the impulse to overhaul everything, go hard, and get the whole house in perfect shape. But the ADHD brain tends to lose steam quickly, especially when a task feels endless or nowhere near completion. And let’s be honest—cleaning an entire house can take days or even weeks.

This sheet shifts the focus.

Instead of perfection or overhaul mode, it helps you dedicate a reasonable, manageable amount of time to each task each day. It's about consistency, not intensity.

The time estimates are a suggested limit. If undertaken consistently, the needed time should be roughly the estimated time per task, or less.

MONDAY

Day

[illegible]

TUESDAY

Day

[illegible]

WEDNESDAY

Day

This image shows a template for handwriting practice. It consists of ten identical rows arranged vertically. Each row begins with a large, empty circle on the left side. To the right of each circle are two parallel horizontal lines that extend across the width of the page, providing a guide for letter formation and placement. The circles and lines are drawn in a simple black outline style on a white background.

THURSDAY

Day



FRIDAY

Day

[illegible]

SATURDAY

Day

[illegible]

SUNDAY

Day



Daily Cleaning Planner

The goal of this sheet isn't to create a perfect schedule—or to follow one flawlessly. It's simply a starting point.

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The time estimates are a suggested limit. If undertaken consistently, the needed time should be roughly the estimated time per task, or less.

MONDAY 55MIN Reset & Surfaces Day

- ☐ Clear kitchen surfaces
- ☐ Wipe down kitchen surfaces
- ☐ Clean bathroom surfaces
- ☐ Quick tidy of living room
- ☐ Entryway reset
- ☐ Light vacuum of walkways

TUESDAY 55MIN Laundry/Bedroom Day

- ☐ Collect & wash clothes
- ☐ Dry clothes
- ☐ Fold & put away clothes
- ☐ Reset bedroom surfaces
- ☐ Tidy nightstands
- ☐ Quick floor sweep/vacuum

WEDNESDAY 55MIN Kitchen & Bedding Day

- ☐ Clean stovetop & microwave
- ☐ Light cleanup of living room
- ☐ Wash/load dishes
- ☐ Organize small area/drawer
- ☐ Wash bedding

THURSDAY 45MIN Bathrooms/Mail Day

- ☐ Clean toilets
- ☐ Clean sink + faucets
- ☐ Wipe mirrors
- ☐ Quick scrub shower/tubs
- ☐ Sweep/mop bathroom floor
- ☐ Sort mail/pay bills

FRIDAY 55MIN Living Room/Car Day

- ☐ Vacuum rooms/living area
- ☐ Pick up toys/items
- ☐ Clear kitchen/dining table(s)
- ☐ Quick tidy of kids' spaces
- ☐ Car quick clean

SATURDAY 95MIN Groceries/Meals Day

- ☐ Meal plan (loose or detailed)
- ☐ Grocery shop or place order
- ☐ Tidy pantry/check staples
- ☐ Prep snacks/foods
- ☐ Put away groceries
- ☐ Sweep/mop kitchen floor

SUNDAY 40MIN Trash & Prep Day

- ☐ Clear out fridge
- ☐ Refresh living room
- ☐ Prep backpacks for Monday
- ☐ Quick sweep/vacuum
- ☐ Empty trash/recycling

MONDAY Est. 55MIN

Reset & Surfaces Day

- ☐ Clear kitchen surfaces
- ☐ Wipe down kitchen surfaces
- ☐ Clean bathroom surfaces
- ☐ Quick tidy of living room
- ☐ Entryway reset
- ☐ Light vacuum of walkways

ENTRYWAY RESET

Time Est. 5 minutes/task on ave.

Supplies needed:

- Empty bin or bag (ex. grocery bag, laundry bin)
- Trash can

Steps:

1. Get an empty bin or bag
2. Place all misplaced items into the bag until the surfaces are clear or until the bin is full
3. Go through the bag putting away items one by one
4. Repeat for the allotted time or until the area is clear

LIGHT VACUUM OF WALKWAYS

Time Est. 15 minutes/task on ave.

Supplies needed:

- Vacuum
- Empty bin or bag (ex. grocery bag, laundry bin)

Steps:

1. Get the vacuum
2. Place all floor items into a bag or bin until the floor is clear or the bin is full
3. Vacuum the clear area
4. Repeat for the allotted time or until the area is vacuumed

CLEAR & WIPE DOWN KITCHEN SURFACES

Time Est. 15 minutes/task on ave.

Supplies needed:

- Cleaning wipes
- Empty bin or bag (ex. grocery bag, trash bag)
- Trash can

Steps:

1. Get an empty bin or bag
2. Place all misplaced items into the bag until the surfaces are clear or until the bin is full
3. Wipe down the clear area
4. Go through the bag putting away items one by one
5. Repeat for the allotted time or until the surface is clear

CLEAN BATHROOM SURFACES

Time Est. 5 minutes/task on ave.

Supplies needed:

- Cleaning wipes
- Empty bin or bag (ex. grocery bag, trash bag)
- Trash can

Steps:

1. Get an empty bin or bag
2. Place all misplaced items into the bag until the surfaces are clear or until the bin is full
3. Wipe down the clear area
4. Go through the bag putting away items one by one
5. Repeat for the allotted time or until the surface is clear

QUICK TIDY LIVING ROOM

Time Est. 15 minutes/task on ave.

Supplies needed:

- Empty bin or bag (ex. grocery bag, trash bag)
- Trash can

Steps:

1. Get an empty bin or bag
2. Place all misplaced items into the bag until the surfaces are clear or until the bin is full
3. Go through the bag putting away items one by one
4. Repeat for the allotted time or until the area is clear

TUESDAY

55MIN

Laundry & Bedrooms Day

- ☐ Collect & wash clothes
- ☐ Dry clothes
- ☐ Fold & put away clothes
- ☐ Reset bedroom surfaces
- ☐ Tidy nightstands
- ☐ Quick floor sweep/vacuum

DRY CLOTHES

Time Est. 5 minutes/task on ave.

Supplies needed:

- Empty bin or bag (ex. grocery bag, laundry bin)
- Hanging rack, stand, space

Steps:

1. Set a timer once clothes goes into the washer to remind you to move it over
2. When the load is done, begin moving the wet clothes into the dryer
3. Clear the lint rack if applicable
4. Hang dry any delicate clothes
5. Begin the dryer and set another timer

QUICK FLOOR SWEEP/VACUUM

Time Est. 15 minutes/task on ave.

Supplies needed:

- Vacuum/broom
- Empty bin or bag (ex. grocery bag, laundry bin)

Steps:

1. Get the vacuum
2. Place all floor items into a bag or bin until the floor is clear or the bin is full
3. Vacuum the clear area
4. Repeat for the allotted time or until the area is vacuumed

COLLECT AND WASH CLOTHES

Time Est. 10 minutes/task on ave.

Supplies needed:

- Empty bin or bag (ex. grocery bag, trash bag)
- Detergent

Steps:

1. Get an empty bin or bag
2. Collect clothing/laundry from around the room and home
3. Bring items to the washer and load them in
4. Add detergent
5. Start the load
6. Set a timer to remind you once the load is done

FOLD & PUT AWAY CLOTHES

Time Est. 15 minutes/task on ave.

Supplies needed:

- Clear surface (bed, table)
- Hangers
- Laundry bin/basket

Steps:

1. Clear a surface for folding clothes
2. Move clothes from dryer to surface
3. Sort folded vs hand up clothes
4. Begin folding
5. Put away once finished
6. Begin placing remaining clothes onto hangers
7. Put away in closet once finished

RESET BEDROOM SURFACES

Time Est. 10 minutes/task on ave.

Supplies needed:

- Empty bin or bag (ex. grocery bag, trash bag)
- Trash can

Steps:

1. Get an empty bin or bag
2. Place all misplaced items into the bag until the surfaces are clear or until the bin is full
3. Go through the bag putting away items one by one
4. Repeat for the allotted time or until the area is clear

WEDNESDAY 55MIN

Kitchen & Bedding Day



Est.

- ☐ Clean stovetop & microwave
- ☐ Light cleanup of living room
- ☐ Wash/load dishes
- ☐ Organize small area/drawer
- ☐ Wash bedding

LIGHT CLEAN UP OF LIVING ROOM

Time Est. 5 minutes/task on ave.

Supplies needed:

- Empty bin or bag (ex. grocery bag, laundry bin)
- Trash can

Steps:

1. Get an empty bin or bag
2. Trash any unneeded clutter
3. Place all misplaced items into the bag until the surfaces are clean or the bag is full
4. Go through the bag putting away items one by one

ORGANIZE SMALL AREA/DRAWER

Time Est. 10 minutes/task on ave.

Supplies needed:

- Empty bin or bag (ex. grocery bag)
- Clear surface

Steps:

1. Select drawer or area that is messy or has not been organized in a while
2. Empty contents into bin or bag
3. Take contents to a clear surface
4. Decide the main theme of the contents/drawer/area
5. Stay focused on sorting items and relocating misplaced items

CLEAN STOVETOP/MICROWAVE

Time Est. 10 minutes/task on ave.

Supplies needed:

- Cleaning wipes
- Trash can
- Wet paper towels
- Vacuum

Steps:

1. Do an initial wipe down of surfaces to collect and clear any loose crumbs
2. Vacuum the area if necessary
3. Get wet paper towels and place onto dried mess/food
4. Begin to scrub removable dish/stove top parts
5. Return to wet paper towels and remove remaining debris

WASH/LOAD DISHES

Time Est. 20 minutes/task on ave.

Supplies needed:

- Dish soap
- Gloves (optional)
- Warm water

Steps:

1. Put warm water into dish with dried food
2. Begin to scrub easier dishes and load or place on drying rack
3. Continue for the allotted time or until the dishes are done

WASH BEDDING

Time Est. 10 minutes/task on ave.

Supplies needed:

- Laundry bin or basket

Steps:

1. Gather sheets, pillow cases, and smaller blankets (also couch covers, chair covers, towels, etc.)
2. Bring to the washer and load
3. Set a timer to return once done
4. Move sheets to dryer and load comforter into washer
5. Run the loads and set timer to return once done
6. Return sheets to the bed and move comforter to dryer. Set another alarm.

THURSDAY 45MIN

Bathrooms/Mail Day

- ☐ Clean toilets
- ☐ Clean sink + faucets
- ☐ Wipe mirrors
- ☐ Quick scrub shower/tubs
- ☐ Sweep/mop bathroom floor
- ☐ Sort mail/pay bills

CLEAN TOILETS

Time Est. 5 minutes/task on ave.

Supplies needed:

- Toilet cleaner
- Toilet wand
- Clorox wipes
- Trash bin

Steps:

1. Place toilet cleaner into the toilet and allow it to sit
2. Use Clorox wipes to wipe down toilet exterior and remove dust
3. Use toilet wand to scrub toilet interior

SWEEP/MOP BATHROOM FLOORS

Time Est. 10 minutes/task on ave.

Supplies needed:

- Broom
- Mop
- Bin or bag

Steps:

1. Collect all misplaced items into a bin or bag
2. Put away items one by one for allotted time or until finished
3. Sweep or vacuum the cleared area
4. Mop the cleared area

SORT MAIL/PAY BILLS

Time Est. 10 minutes/task on ave.

Supplies needed:

- Designated place for important mail
- Shredder
- Letter opener

Steps:

1. Collect all mail from mailbox and around home
2. Immediately recycle/shred any junk mail/flyers
3. Open remaining letters and assess importance
4. Immediately pay bills if possible, otherwise place in a designated important spot
5. Address all necessary matters as they are discovered

WIPE MIRRORS

Time Est. 5 minutes/task on ave.

Supplies needed:

- Glass cleaner
- Trash can
- Microfiber towel/paper towels

Steps:

1. Spray the mirrors with glass cleaner
2. Begin to wipe with towels/paper towels
3. Continue until the mirrors are clear

QUICK SCRUB SHOWER/TUBS

Time Est. 10 minutes/task on ave.

Supplies needed:

- Bathroom cleaner
- Wipes/paper towels

Steps:

1. Spray the area with cleaner and allow to sit
2. Begin to scrub the area
3. Continue until the area is clear

CLEAN SINK/FAUCETS

Time Est. 5 minutes/task on ave.

Supplies needed:

- Bathroom cleaner
- Clorox wipes
- Trash bin

Steps:

1. Move items away from the sink/faucet
2. Place bathroom cleaner into the sinks and faucets and allow to sit
3. Scrub the areas thoroughly

FRIDAY **55MIN** **Living Room/Car Day**

- ☐ Vacuum rooms/living area
- ☐ Pick up toys/items
- ☐ Clear kitchen/dining table(s)
- ☐ Quick tidy of kids' spaces
- ☐ Car quick clean

PICK UP TOYS/ITEMS

Time Est. 10 minutes/task on ave.

Supplies needed:

- Empty bin or bag (ex. grocery bag, laundry bin)
- Trash can

Steps:

1. Get an empty bin or bag
2. Trash any unneeded clutter
3. Place all misplaced items into the bag until the surfaces are clean or the bag is full
4. Go through the bag putting away items one by one for allotted time or until done

QUICK TIDY OF KIDS SPACES

Time Est. 5 minutes/task on ave.

Supplies needed:

- Empty bin or bag (ex. grocery bag)
- Clorox wipes

Steps:

1. Get an empty bin or bag
2. Collect all items until the surfaces are clear or the bag is full
3. Go through the bag putting away items one by one for allotted time or until done
4. Wipe down clear surfaces

VACUUM ROOMS/LIVING AREA

Time Est. 20 minutes/task on ave.

Supplies needed:

- Vacuum
- bin or bag
- trash bin

Steps:

1. Get an empty bin or bag
2. Collect all misplaced items from the floor
3. Put away items one by one for allotted time or until finished
4. Vacuum the cleared area
5. Repeat until finished or until time is up

CLEAR KITCHEN/DINING TABLE(S)

Time Est. 10 minutes/task on ave.

Supplies needed:

- Empty bin or bag
- Trash can
- Clorox wipes

Steps:

1. Get an empty bin or bag
2. Collect all items until the surfaces are clear or the bag is full
3. Go through the bag putting away items one by one for allotted time or until done
4. Wipe down clear surfaces

CAR QUICK CLEAN

Time Est. 10 minutes/task on ave.

Supplies needed:

- Laundry bin or basket
- Trash bag or bin

Steps:

1. Get an empty bin or bag
2. Collect all items until the surfaces are clear or the bag is full
3. Go through the bag putting away items one by one for allotted time or until done
4. Wipe down clear surfaces

SATURDAY 95MIN **Groceries/Meals Day**

- ☐ Meal plan (loose or detailed)
- ☐ Grocery shop or place order
- ☐ Tidy pantry/check staples
- ☐ Prep snacks/foods
- ☐ Put away groceries
- ☐ Sweep/mop kitchen floor

MEAL PLAN

Time Est. 10 minutes/task on ave.

Supplies needed:

- Planner or sheet of paper
- Grocery list
- Pen/pencil/phone

Steps:

1. Write out the days of the week or use a pre-made sheet
2. List out main meal items per meal per day
3. Write in sides as well as snacks per day
4. Add items to your grocery list

TIDY PANTRY/CHECK STAPLES

Time Est. 5 minutes/task on ave.

Supplies needed:

- Staples list (milk, eggs, bread, cereal, snacks, beans, rice, oil, spices)
- Grocery list

Steps:

1. Group items by similarity or type
2. Remove random items from shelves and floor
3. Remove any unneeded or expired items
4. Reference list to items in the pantry
5. Add any missing items to the grocery list

SWEEP/MOP Kitchen FLOORS

Time Est. 10 minutes/task on ave.

Supplies needed:

- Broom
- Mop
- Bin or bag

Steps:

1. Collect all misplaced items into a bin or bag
2. Put away items one by one for allotted time or until finished
3. Sweep cleared area
4. Vacuum cleared area
5. Mop the cleared area

PREP SNACKS/FOODS

Time Est. 5 minutes/task on ave.

Supplies needed:

- Meal plan
- Backpacks, purses, etc.

Steps:

1. Collect and wash snack containers
2. Place snacks into sealed bags, etc.
3. Place snacks into backpacks, purses, etc.

GROCERY SHOP/PLACE ORDER

Time Est. 1 hour/task on ave.

Supplies needed:

- Reusable grocery bags
- Disposable grocery bags (for recycling)
- grocery list

PUT AWAY GROCERIES

Time Est. 5 minutes/task on ave.

Supplies needed:

- Clear surface

Steps:

1. Move groceries onto clear surface
2. Unload bags one by one and put items away in appropriate spots
3. If unsure about where to put the item, place it in the fridge (if there's space)

SUNDAY **40MIN**

Trash & Prep Day

- ☐ Clear out fridge
- ☐ Refresh living room
- ☐ Prep backpacks for Monday
- ☐ Quick sweep/vacuum
- ☐ Empty trash/recycling

REFRESH THE LIVING ROOM

Time Est. 10 minutes/task on ave.

Supplies needed:

- Empty bin or bag (ex. grocery bag, laundry bin)
- Trash can

Steps:

1. Get an empty bin or bag
2. Trash any unneeded clutter
3. Place all misplaced items into the bag until the surfaces are clean or the bag is full
4. Go through the bag putting away items one by one for allotted time or until done

PREP BACKPACKS FOR MONDAY

Time Est. 5 minutes/task on ave.

Supplies needed:

- Empty bin or bag (ex. grocery bag)

Steps:

1. Get an empty bin or bag
2. Collect all items until the backpacks are clear or the bag is full
3. Go through the bag putting away items one by one for allotted time or until done
4. Look through any important papers

CLEAR OUT THE FRIDGE

Time Est. 5 minutes/task on ave.

Supplies needed:

- Trash bag or bin
- Clorox wipes

Steps:

1. Begin with one shelf and go through items removing old products and consolidating remaining
2. Trash any unneeded or questionable items
3. If necessary, wipe down surface with a Clorox wipe
4. Repeat until the fridge is clean and tidy
5. Take trash to dumpster/bin

QUICK SWEEP/VACUUM

Time Est. 10 minutes/task on ave.

Supplies needed:

- Empty bin or bag
- Trash can
- Clorox wipes

Steps:

1. Get an empty bin or bag
2. Collect all items until the surfaces are clear or the bag is full
3. Go through the bag putting away items one by one for allotted time or until done
4. Wipe down clear surfaces

EMPTY TRASH/RECYCLING

Time Est. 10 minutes/task on ave.

Supplies needed:

- Trash bag or bin
- Fresh trash bags

Steps:

1. Go from room to room, starting with main areas and branching off to small trash cans collecting trash and moving outside to the trash bin
2. Replace with new trash bags
3. Reorder trash bags when running low

Supplies & Tools Setup

These prevent the “I can’t start because I can’t find it” block.

Where are the following items located:

- Vacuum: _____
- Clorox Wipes: _____
- Mop: _____
- Disinfecting spray: _____
- Spare paper towels: _____
- _____
- _____
- _____
- _____
- _____

Trash & Recycling Logistics

Cleaning is easier when you’re not fighting trash overflow.

- Know your trash pickup day/time
- Know your recycling pickup day/time
- Have an easy location for extra trash bags
- Keep the trash can line-of-sight and easy to access
- Keep a small trash can in each room (ADHD brains need “short distance to completion”)

Breaks, Rewards, and Stop Conditions

- Preventing burnout is part of preparation too.
- Planned break points (every 10–20 minutes)
- A clear STOP condition (e.g., when timer ends, or one section is done)
- A reward afterward (TV episode, snack, quiet time)
- A way to transition back into daily life
- A plan for what to do if you get overwhelmed (sit, breathe, text someone, switch to an easier task)

Sensory Prep & Comfort

If your brain feels safe, the task becomes 100% easier.

- Gloves (for gross tasks)
- Mask (for odors or sensory insulation)
- Headphones/earbuds
- Music, podcast, or white noise
- Comfortable clothes
- Proper lighting
- A working fan or open windows for airflow
- Any sensory avoidances? (certain smells, textures, dirty water)

Emotional & Cognitive Preparation

Cleaning often triggers shame, overwhelm, or avoidance.

- Do I need a 5-minute warm-up (stretch, deep breaths)?
- What is the bare minimum that counts as success?
- Do I need a timer to prevent burnout?
- Would a before/after photo motivate me?
- What’s my emotion level right now (0–10)?
- Do I need to break tasks into micro-steps first?

Time & Energy Awareness

Cleaning only “sticks” when aligned with your actual rhythms.

- When do you have peak energy? (morning, after meds, late at night)
- When are you most drained? (don’t schedule cleaning then)
- Are there upcoming weeks where you will be extra busy?
- When do kids/roommates/partners need the space?
- Which days do you have uninterrupted blocks of time?
- When do you tend to hyperfocus (and when does that backfire)?