



Closing Shift Routine

Play your favorite music, set a timer for 20 minutes, divide the tasks, and race the clock.

Minutes 0–5: Kitchen/Dining Room Reset

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Put away dinner leftovers and clear the table.

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Load and start the dishwasher.

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Wipe down the kitchen counters and dining table.

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Quickly vacuum kitchen and dining room floors
(just spot clean... not the whole room).

Minutes 5–10: Laundry Room Pickup

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Collect misplaced items and put in their correct places.

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Toss dirty clothes into hampers or carry them to the laundry room.

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Put away anything left sitting on countertop.

☐

Prep washing machine with detergent and dirty clothes in the
drum to start the next morning.

Minutes 10-15: Quick Living Room Cleaning

- ☐ Grab a basket and collect misplaced items (goodbye, doom piles).
- ☐ Return remotes to their tray, shoes to the closet, and toys to their homes.
- ☐ Spot vacuum the living room rug and floors (not the whole room, just the extra messy spots).
- ☐ Vacuum crumbs from the couches/chairs/tables.
- ☐ Fluff pillows & cushions.
- ☐ Return the vacuum to its cleaning cupboard.

Minutes 15-20: Prep for Tomorrow

- ☐ Pack lunches, snacks, and water bottles.
- ☐ Prep coffee maker and set on a timer.
- ☐ Make sure school folders and supplies are in backpacks.
- ☐ Set out clothes to wear the next day.
- ☐ Lock the doors, dim the lights, and light a candle.

My Reward _____