

MAGICKAL HOUSEKEEPING



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Being a witch boils down to the simplest of things like magickal housekeeping. To make this simple, I have a system with editable worksheets that you can [download here](#).

How to use this system:

- [Daily tasks](#) are ideally completed daily and can be split up throughout the day.
- [Weekly tasks](#) include a daily focus that's completed on that day, but performed only weekly.
- [Monthly tasks](#) are completed monthly and is the focus for 3 days-1 week. They center around the Sacred Spaces in our homes. These tasks can be split up into 15 minutes a day, a few days per week, or taken care of over the weekend. It's up to you.

Home Upkeep

Daily

Laundry

- Wash 1 load
- Fold & Put away

Kitchen

- Empty sink
- Counters/stove
- Sweep floors
- Put dishes away

Bathroom

- Tidy
- Wipe sink
- toilet paper

Organize

- Tidy toys
- Tidy school

Other

Weekly

Monday

Blessing & cleansing

Tuesday

Plan/admin

Wednesday

Gist Day

Thursday

Errands

Friday

Car & Bags

Sat.

Sun.

Monthly

1/2 week

Space 1:
Entrance/porch/
laundry room

Week 1

Space 2: Kitchen

Week 2

Space 3: Extra
Room/Office

Week 3

Space 4: Master
bedroom/bath

1/2 week

Space 5: Living
room/Dining room

Work Upkeep

Daily

Instagram

- 1
- 2
- 3

Facebook

- 1
- 2
- 3

Communication

- 1
- 2
- 3

Other

Weekly

Monday

Tuesday

Admin & Meetings

- email/calls
- Payments
- Customer service

Wednesday

Planning & Scheduling

- Plan/content content
- Schedule Pins

Thursday

Creative

- Create
- Edit

Friday

Sat.

Sun.

Monthly

Week 1

- Plan membership
- Create marketing content

Week 2

- Create membership content

Week 3

- Pre-launch

Week 4

- Launch
- Plan next months marketing content

To do: Home

Top Things

☆ Daily Tasks

Need to go

Pick up

Clean this

Focus

15

15

15

Text/Call:

Email:

Be there

@

@

@

Cook this

Morning routine

- Me time/coffee
- Water plants
- Breakfast
- Dishes/floor/counters
- Laundry
- Counters

Evening routine

- Water plants
- Dinner/clean up
- Bath
- Tidy
- Fold laundry
- Wash face

To do: Work

Top Things

☆ Daily Tasks

Schedule

Delegate

Be there

@

@

@

Text/Call:

Email:

Notes

Food this week

Breakfast

Lunch

Dinner

Make

Snacks

Need

M

T

W

T

F

S

S

Mon & Fri

6:00 AM WAKE UP

6:30 AM ME TIME

7:00 AM KIDS WAKE UP

7:30 AM BREAKFAST

8:00 AM TIDY KITCHEN

8:30 AM EAT

9:00 AM DRESSED

9:30 AM TIDY BATHROOM

10:00 AM SCHOOL

12:00 PM LUNCH

12:30 PM PLAY

1:00 PM CATCH UP

2:00 PM CLEANING/PLAY/BREAK

3:30 PM OUTSIDE/BREAK/PLAY

4:30 PM START DINNER

5:30 PM DINNER

6:30 PM BATH

8:30 PM KIDS BEDTIME

9:30 PM LAUNDRY

Tue, Wed, Thu

6:00 AM WAKE UP

6:30 AM ME TIME

7:00 AM KIDS WAKE UP

7:30 AM BREAKFAST

8:00 AM TIDY KITCHEN

8:30 AM EAT

9:00 AM DRESSED

9:30 AM TIDY BATHROOM

10:00 AM SCHOOL

12:00 PM LUNCH

12:30 PM PLAY/WORK

1:00 PM PLAY/WORK

2:00 PM PLAY/WORK

3:30 PM PLAY/WORK

4:30 PM START DINNER

5:30 PM DINNER

6:30 PM BATH/EVE. ROUTINE

8:30 PM KIDS BEDTIME

9:30 PM LAUNDRY

Blessing & Cleansing

- Dust from top to bottom
- Clean doors, mirrors, and windows
- Change Sheets on all beds/, wash, and remake beds
- Tend recycling and compost
- Sweep/vacuum all floors
- Mop all floors

Sacred Spaces

Space 1: Entrance/porch/laundry room – First few days of the month until the next Sunday

Space 2: Kitchen – First full week of the month

Space 3: Extra Room/Office – Second full week of the month

Space 4: Master bedroom/bath – Third full week of the month

Space 5: Living room/Dining room – Last few days of the month from Monday until the first of the next month

Space 1

First few days of the month

Entrance

- Clean cobwebs
- Dust window sills and front door
- Clean switch plate of hand prints and walls if needed
- Put plants in to the shower and give them a good rinse. Let me set there until you are finished.
- Dust furniture
- Dust baseboards
- Straighten the coat closet
- Sweep vacuum or mop the floor
- Put plants back
- Add your own personal touches to make it more welcoming.

Laundry Room

- Wipe off washer and dryer
- Clean washer and gunk under/on
- Check for supplies
- Put away clothes/tend to
- Tend to socks

Porch/Balcony

- Sweep down cobweb
- Sweep off porch furniture.
- Sweep the porch.
- Tend to plants
- Refill bird feeders.
- Wipe off tables, banisters, and light fixtures.
- Get rid of unwanted items.
- Add your own personal touches

Space 2

First full week of the month

Kitchen

- Clean fridge and freezer
- Clean Microwave
- Clean stove/oven
- Washing counter things/organize
- Clean/organize drawers
- Wipe walls
- Wash windows and track
- Clean hood/filter
- Scrub cabinets
- Dust/clean lights
- Organize under sink
- Dust/organize shelf

Space 3

Second full week of the month

Extra Bedroom

- Dust/polish furniture
- Organize drawers
- Cobwebs
- Flip mattress/ clean duvet
- Wash curtains
- Clean window and track
- Organize bookcase/school
- Closet
- Pick up items

Office

Clear off desk

Gather pencils, pens, post it's etc for fork

Recycle paper/make notebook

Put items in pending file

Organize 1 drawer at a time

Dust monitor screen/wrap cords and chargers

Fill printer with paper/order ink

Vacuume under desk

Space 4

Third full week of the month

Master Bedroom

- Dust
- Cob webs
- Tidy drawers
- Polish furniture
- flip mattress
- Wash windows and track
- Tidy closet
- Put away clothes/toys
- Clean under bed

Bathroom

- Wash rugs, towels, or other laundry items
- Organize drawers
- Clean shower/tub
- Wash shower curtain or door
- Organize cabinet
- Clean scale
- Recycle/compost empty items
- Scrub floor

Space 5

Last few days of the month from Monday until the first of the next month

Living Room

- Clean cobwebs
- Clean windows and track
- Clean bookcase
- Dust
- Decorate
- Clean coffee table
- Clean walls
- Baseboarda
- Polish furnature
- Clean under cushions
- Vacuum undr sofa
- Steam clean carpet

Dining Room

- Clean the cobwebs
- Dust window sills
- Clean the window
- Clean off top of Dining table and Polish
- Rinse plants in the shower
- Dust the bottoms of the chairs.
- Dust the baseboards and sweep/mop
- Add your own personal touches