

A full-page photograph of two women in a modern kitchen. The woman on the left has blonde hair and is wearing a white floral blouse and blue jeans, leaning on a counter with a jar of chocolate chips. The woman on the right has brown hair and is wearing a white short-sleeved blouse and light blue jeans, holding a white bowl. The kitchen features white subway tile backsplash, grey cabinetry with brass handles, and a built-in oven. The text 'WEEKLY Household Huddle Checklist' is overlaid at the top in a white serif font.

# WEEKLY Household Huddle Checklist

*A Quick and Easy Guide to a Successful  
Weekly Reset in Under an Hour*

*Graceful*  
SPACES

# Hello!

At Graceful Spaces, we understand the challenges of keeping a household running smoothly day-to-day. That's why we've put our heads together with our team of Professional Organizers to develop a simple weekly checklist that has transformed the functionality of our own homes allowing us to start each week feeling calm, focused, and in control.

The daily reset is designed to be a quick, 60 minute process that gets you ready for the week ahead. The key to our success has been making this a true family effort. We've intentionally designed the daily reset to be quick, engaging, and inclusive of all ages. By getting the whole crew involved, we're able to zip through the process in under an hour, leaving our living spaces tidy and ready for the day ahead.

On the following pages, you'll find our complete daily reset checklist, along with some of the specific tips and tricks we've implemented in our own homes.



We encourage you to try out the routine and adapt it to fit your unique living situation and family dynamics.

Home organization isn't one-size-fits-all, but we're confident this checklist provides a solid framework to get you started. We're here to support you every step of the way, so please don't hesitate to reach out if you have any questions.

Here's to a more orderly, stress-free home life!

*Rebecka + Christina*  
CO-FOUNDERS





# About Graceful Spaces

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Graceful Spaces is a community of organization superheroes, design wizards, and home transformation experts in Austin, Charleston, and beyond. We're here to help you elevate your everyday living and reclaim your time. Because we believe your time is valuable and we are here to see that you use that time efficiently!

We balance innovative design, meticulous product curation, and sustainable organization to maximize every square inch of your home and elevate everyday living. Our approach goes beyond organization to cultivate the strategy, function, and curation that truly make a house a home.

**66** *Experience the power of whole-home harmony, where every square inch of your home has a defined purpose, and spaces work together to create cohesion and function.*



# Empowering Our Families

Participating in family chores teaches children valuable life skills that will serve them well in the future as spouses, partners, and roommates. By taking an active role in maintaining the home, kids learn the importance of organization, time management, and shared responsibility. These lessons translate directly to their ability to keep a tidy, functional living space and contribute equally to the upkeep of a household as an adult.

## Weekly Household Huddle Checklist

- ☐  Pick up bedrooms: Return any water bottles, stuffies, fidgets or misc items to their homes.
- ☐ Freshen the fridge: Check expiration dates, designate "eat first" items, recategorize, and note restock needs.
- ☐ Freshen the pantry: Checking expiration dates, consolidating items, and restocking essentials.
- ☐ Fill your pill boxes: Refilling weekly Pill box with supplements or prescriptions (including kids vitamins).
- ☐  Emptying Stair basket: Returning misc items to their correct homes. **(See page 8 for more on this)**
- ☐  Check the treasure drawer: If the drawer threatens to not shut, its time to practice letting go of what we no longer need. **(See page 8 for more on this)**
- ☐  Maintain Pet Areas: If you have pets, clean their bedding, litter boxes, or feeding areas. Refill any food containers.
- ☐  Reset the drop zone: Return shoes, backpacks and bags to the correct closets/storage.
- ☐  Returns: Gather and return any returns to mail or take to store.
- ☐  Pillows: Straighten and tidy pillows for all couches and chairs.
- ☐ Surface swipes: Pick up all misc items from surfaces in the kitchen, laundry, mudroom, office and coffee tables.
- ☐ Guest room: If you had guests, make the bed, check the stock of towels & tp, and your guest supplies.

GRACEFUL SPACES WEEKLY FAMILY HOUSEHOLD HUDDLE



*Watch for this icon to indicate tasks that are great for kids to achieve.*

# Weekly Household Huddle Checklist

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- ☐ Freshen the pantry: Checking expiration dates, consolidating items, and restocking essentials.
- ☐ Fill your pill boxes: Refilling weekly Pill box with supplements or prescriptions, including kids vitamins. **(See page 10 for more)**



- ☐ Emptying Stair basket: Returning misc items to their correct homes. **(See page 8 for more on this)**



- ☐ Check the treasure drawer: If the drawer threatens to not shut, its time to practice letting go of what we no longer need. **(See page 8 for more)**



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# *Bonus*

## Family Schedule Checklist

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Spending just a few minutes updating the family calendar and preparing prevents last-minute stress. Involving the whole family teaches kids time management and shared responsibility, keeping routines and commitments aligned. A weekly review keeps your family's routines and commitments aligned so you can make the most of your time together. Here are a few routines we use to keep busy lives on track!

### SCHEDULES & PAPERWORK

- ☐ Checking the family calendar : Making sure everyone is aware of upcoming events and appointments.
- ☐ Set weekly alarms : Set weekly reoccurring reminders to stay on top of pick-ups or mindful habits. **(See page 9 for more)**
- ☐ File or toss mail.
- ☐ Review the family in/outbox: Review school notes, notate upcoming events and sign nessesary paperwork. **(See page 9 for more)**
- ☐ Schedule connections : Prioritize and schedule time to engage in a fun, bonding activity like a game night, movie, or a hike together.
- ☐ Prepare for the Week: Gather and set aside all materials and supplies needed for appointments, school, and sports activities. This includes packing backpacks, preparing any uniforms, and organizing paperwork to avoid last-minute stress.
- ☐ Add to Calendars: Invite your family to everything on the calendars, including going out of town, events, guests, who is taking who to what practice or appointments.

# *Bonus* Monthly Checklist

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Implementing a rotating schedule for monthly household tasks can be an effective way to stay on top of necessary chores without feeling overwhelmed. Rather than trying to tackle everything weekly, divide up the bigger jobs – like deep cleaning the oven, washing windows, or organizing the linen closet – and tackle one per week. This allows you to make steady progress without the burden of having to do it all at once. Here are a few of the routines we rotate weekly to have completed monthly or quarterly.

## MONTHLY ROTATIONS

- ☐ Remove dust mites or allergens : Use a mattress vacuum along with essential oil spray on 1-2 mattress.
- ☐ Repurchase supplements and vitamins.
- ☐ Tackle one area to refresh : Vacuum drawers, tidy the junk drawer, refile a drawer that has gone wrong, etc.
- ☐ Refill the decanted spice jars.
- ☐ Check expiration dates and properly dispose of any expired meds, make up, pantry food or pet items.
- ☐ Restock the First Aid Kit : Check bandages, gauze, antiseptic, etc. and replace anything running low.
- ☐ Wash slipcovers or pillow covers.
- ☐ Inspect and Replace Air Filters: Check air filters in your HVAC system or air purifiers.
- ☐ Review closets for donations.
- ☐ Make seasonal swaps : move seasonal items like swim suites or hats and gloves to more easily accessible areas.
- ☐ Have carpets or rugs cleaned.

# Bonus

## Simple Inspirations

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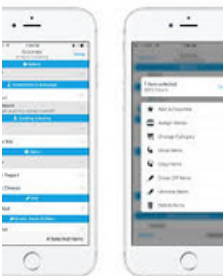
### 01 STAIR BASKET

Gives items a temporary home until the whole family can take ownership and responsibility for putting them back in their rightful places, maintaining a tidy living space without the burden of policing every wayward object. This fosters accountability, as everyone knows that items need to be properly put away during the weekly reset—without the need for ongoing reminders. Don't forget to schedule a Reset day for putting away the stair basket!



### 02 TREASURE DRAWER

A "treasure drawer" teaches kids editing and organization skills early on. This special drawer lets children store meaningful small items. When it gets too full, they must review and decide what to keep – an exercise in curating within boundaries. While difficult at first, this process instills valuable skills for managing larger personal spaces as they grow.



### 03 SHARED GROCERY LIST

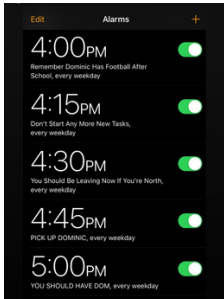
Using a shared digital note app like Apple Notes or AnyList, allows anyone who finishes an item to simply add it to the communal shopping list, ensuring nothing is forgotten and responsibility is distributed across the family.



## Bonus

# Simple Inspirations

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## 04 PICK UP ALARMS

Setting repeating weekly alarms can provide gentle reminders for crucial recurring tasks and responsibilities. Going a step further, these alarms can also prompt positive daily habits and routines, such as mindfulness practices or physical activity breaks. These low-effort technological tools help keep you accountable without added stress, making it easier to manage both home responsibilities and self-improvement goals.



## 05 FAMILY IN & OUT BOX

Children can place any items needing parental review, such as permission slips or school announcements, directly into the "in" box. Parents can then check this box daily or weekly, address the necessary items, and move them to the "out" box for the kids to retrieve. This system empowers children to take ownership of their responsibilities while ensuring important documents don't get lost or forgotten at the bottom of a backpack. The in/out box creates a centralized, organized system for managing the daily flow of paperwork in a busy household.

Consistency is key to creating a well-oiled home. The key is finding a rhythm that works for your household and sticking with it! Make sure to include these inspirations on your weekly household huddle checklist.

# *Bonus*

## Our Favorite Tools

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MATTRESS/ALLERGEN VACUUM  
[SHOP HERE](#)



STAIR BASKET  
[SHOP HERE](#)



ACRYLIC FILE ORGANIZER  
[SHOP HERE](#)



DAILY PILL BOX  
[SHOP HERE](#)



MAGNETIC MEAL PLAN & GROCERY LIST  
[SHOP HERE](#)



# Ready to learn more?

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At Graceful Spaces, we believe everyone deserves a home that exudes beauty and operates flawlessly. Our team has revolutionized home organization, partnering with you through every phase of home refinement, installation, and maintenance.

When you're ready to take the first step towards building a sustainable and organized home that is customized to your unique goals, we're here to help!

SCHEDULE A COMPLIMENTARY CALL



GRACEFUL SPACES WEEKLY FAMILY HOUSEHOLD HUDDLE