

Certified Household Manager Sample Day in the Life <sup>TM</sup>

Time	Duties
9:00 am – 10:30 am	<p><b>Morning Graces</b>  <i>Monday - Friday:</i> Deliver newspaper. Walk residence and grounds, checking for maintenance, safety; perform Daily Graces in administrative needs. Serve Breakfast to Principal. Check Principal's emails; and other post mail as arrived. Check with Principal to establish today's priorities and any changes in schedules. Feed the Pets.</p>
10:30 am – 12:00 am	<p><i>Monday - Friday: Administrative Duties including:</i> Check in Housekeeper, other vendors entering property as needed. Discuss changes and requirements. Check on Housekeepers work as needed. Call vendors to establish requests. Other administrative work</p>
12:00 am – 1:30 pm	<p><i>Monday – Friday: Administrative Duties including:</i> Check vendor schedules; arrange additional vendor support, data entry, Outlook, phone messages, filing, inventory and restocking, etc. Weekly Project and Communication with Principal Cathy</p>
1:30pm- 2:00pm	<p><i>Monday- Friday:</i> CHM Lunch</p>
2:00 pm –4:30pm	<p><i>Monday – Friday: Household Duties including:</i> Errands and special projects time such as: reconstruction, organizing closets, organizing linens, water plants, working with outdoor gardener or grounds men, checking on the animals, etc. Projects rotated on weekly basis</p>
4:30pm – 5:30 pm	<p><i>Monday – Friday:</i> Consult expected daily menu, table settings, table service, scheduled mealtime. Support Chef with finishing meal as needed. Check on pets.</p>
5:30 pm – 6:30 pm	<p><i>Monday – Friday:</i> Administration. Finish daily administrative duties, close house as needed,</p>
6:30 pm – 7:00 pm	<p><b>Evening Graces</b>  Walk interior and exterior of home with special attention to security. Check animals. Close house if appropriate.</p>