



THE COMPLETE HOME MANUAL

HELPER FRIENDLY, EASY TO
FOLLOW, FREE PRINTABLE



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HOW TO USE THE COMPLETE HOME MANUAL

Hi! Thank you for subscribing to MarilenStyles.com. **The Complete Home Manual** was designed to make home organizing and daily tasks easier for you. I hope you love it.

When I gave birth to my first baby, I struggled with keeping the home so I decided to make a visual guide for me to follow to make things run smoothly. I added to this guide as the years went by and realized that it was not only useful for me but for my helper too. It is a set of pages designed to be printed and compiled into a manual which will be the standard for your home. It is easy to follow and can be used by succeeding helpers or baby sitters as well.

The Complete Home Manual comes in two parts. The first part is a set of guide pages for you to print out and customize according to your family needs. The **Weekly Menu Guide** (four pages) allows you to plan daily menus for two weeks so your family enjoys a variety of meals daily. **The Grocery List** can be printed in multiple pages so you have a list each time you do the grocery, or it can be your master list that gives you ideas of what you might need for the week. I like to have a list of things to do so that the house stays clean. **The Cleaning Schedule** allows you to input chores and cleaning tasks that need to be done for each day of the week.

The second part of **The Complete Home Manual** will come handy for those with a helper. These pages are designed with simple Filipino translation on some important text. **About Your Helper and Your Dreams and Goals** were designed for you to get to know your helper more. You will need important information from her and it is always a good idea to get to know the person you entrust your household to. **Our Household Rules** come in two pages. The first part has suggestions on issues you will want to make clear to your helper. The second page is blank allowing you to customize and add more household rules for them to remember. At the end is an agreement page for you to have your helper sign.

There are many more pages not mentioned in this guide. I hope you like this and feel free to print only those you feel you need.

Love, Marilen



WEEKLY MENU 1

MONDAY

BREAKFAST

LUNCH

DINNER

TUESDAY

BREAKFAST

LUNCH

DINNER

WEDNESDAY

BREAKFAST

LUNCH

DINNER

THURSDAY

BREAKFAST

LUNCH

DINNER

NOTES

Haluan ng pagmamahal ang
pagluto!



WEEKLY MENU 2

MONDAY

BREAKFAST

LUNCH

DINNER

TUESDAY

BREAKFAST

LUNCH

DINNER

WEDNESDAY

BREAKFAST

LUNCH

DINNER

THURSDAY

BREAKFAST

LUNCH

DINNER

NOTES

Haluan ng pagmamahal ang
pagluto!

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WEEKLY MENU 1

SUNDAY

BREAKFAST

LUNCH

DINNER

SNACK IDEAS

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

NOTES

FRIDAY

BREAKFAST

LUNCH

DINNER

SATURDAY

BREAKFAST

LUNCH

DINNER

Keep calm and cook Adobo!

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WEEKLY MENU 2

SUNDAY

BREAKFAST

LUNCH

DINNER

SNACK IDEAS

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

NOTES

FRIDAY

BREAKFAST

LUNCH

DINNER

SATURDAY

BREAKFAST

LUNCH

DINNER



DAILY SCHEDULE

6:00 AM

7:00

8:00

9:00

10:00

11:00

12:00 NN

1:00 PM

2:00

3:00

4:00

5:00

6:00

7:00

8:00

NOTES

Don't just create days, create
moments..

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CLEANING SCHEDULE

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

NOTES

WEEKLY GROCERY



Tip: List food according to your
supermarket layout

NOTES

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KIDS' DAILY SCHEDULE

<hr/>	<hr/>
<hr/>	<hr/>
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<hr/>	<hr/>
<hr/>	<hr/>



KIDS' ACTIVITIES

NAME AND ACTIVITY

SCHEDULE &
LOCATION



List numbers of doctors,
hospitals, fire
department, police and
more..

EMERGENCY CONTACTS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



IMPORTANT CONTACTS

contact

number

handyman

plumber

pest control

aircon service

carpet cleaners

laundry service

cleaning lady



IMPORTANT CONTACTS

contact

number

ABOUT YOUR HELPER

We want to know more about you and welcome you into our home.

Please fill this up completely. Sagutan itong impormasyon para madaling basahin.

Full Name:

Age:

Birthday:

Hong Kong Mobile Number:

Home Country Phone Number:

Home Country Address:

In case of emergency who can we contact:

Number:

Full Name of Parents:

Age:

Full Name of Spouse:

Age:

Number of Children:

Names of Children:

Age:

1.

2.

3.

4.

5..

YOUR DREAMS AND GOALS

We'd like to know about your goals in life and try to help you reach them.

GOALS
(Pangarap)

WHY YOU WANT THIS
(Bakit mo itong gustong makamit?)

WHEN YOU WANT TO REACH THIS
(Kelan mo itong gustong makamit?)

1.


2.

3.

4.

5.

What are you doing to reach this goal? (Ano ang mga ginagawa mo para matupad mo ang iyong pangarap?)



OUR HOUSEHOLD RULES

List rules like mobile phone usage, behavioral expectations, rules about handling kids etc.

1. Self hygiene and grooming:
2. Mobile phone usage:
3. Cleanliness of surroundings:
4. Rules for photographing kids and posting on social media:
5. Rules for bonding with kids:
6. Food handling and storage rules:
7. Guidelines on content that your child is exposed to:
8. Guidelines on talking/ educating your child:
9. Guidelines on how to handle or discipline your child:
10. Safety precautions at home:



OUR HOUSEHOLD RULES

List rules like mobile phone usage, behavioral expectations, rules about handling kids etc.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 12.
- 13.
- 14.
- 15.



AGREEMENT/ KASUNDUAN

Nabasa ko at naiintindihan ang mga nakasaad sa dokumentong ito at sa abot ng aking makakaya, gagawin ko ang aking trabaho ng matapat at naaayon sa mga panuto ng aking Employer.

I have read and understood the documents and information stated above and will do my best to remain true and perform all my duties according to my employer's household rules and regulations.

Name and Signature:

Date: _____