

# The Ultimate Airbnb Host Planner



365 Days to Organize, Clean, Track & Grow  
Your Short-Term Rental Hosting Business

*By Vlad Garcia*





# Welcome to Your Hosting Journey

**Hello and welcome!** I'm thrilled you're embarking on this exciting journey of becoming an Airbnb host. Whether you're just starting out or already have a listing up and running, this planner was created to be your reliable, all-in-one companion. As the author, I want to be transparent: I don't own millions of properties, nor am I a millionaire. What I do have is real, hands-on experience in managing short-term rentals. I've faced the same challenges, learned from mistakes, and discovered simple systems that work. I created this planner not as a perfect expert, but as someone who understands what it's like to juggle cleaning schedules, guest communication, maintenance issues, and everything in between. **My goal is simple:** to help you stay organized, build confidence, and provide a great experience to your guests — while keeping your sanity. Thank you for trusting this guide. I hope it becomes your daily partner in this exciting journey. **Happy Hosting!**

# The Hosting Roadmap

Your 7-Module Roadmap to help you organize, clean, track, and grow your short-term rental business.

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## Monthly Inventory Tracker

At the end of each month, review bookings, income, expenses, guest feedback, and set goals to improve your performance and increase profitability in the following month.

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## Cleaning Checklist

Use this detailed checklist to guide your cleaning process, maintain consistency, and uphold the high standards of your Airbnb property.

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## Cleaners Scheduled

Log important guest information including stay dates, property condition, guest notes, damages, and cleaner feedback — making it easier to manage guests and protect your property.

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## Maintenance Tasks

Record all maintenance activities like plumbing, HVAC, or pest control. Track service dates, providers, and costs to keep your property running smoothly and avoid costly breakdowns.

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## Guest Visit Log

Record essential guest details including check-in/check-out dates, property condition, issues, and feedback. This helps you track guest history, resolve problems quickly, and improve future hosting experiences.

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## Host Activity Tracker

Stay organized and in control. Track daily property activities, guest check-ins, cleanings, and tasks to ensure nothing is missed and your short-term rental runs smoothly every single day.

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## 12-Month Airbnb Hosting Calendar

Plan your hosting year with clarity. Use this monthly calendar to schedule check-ins, cleanings, maintenance, and key reminders—helping you stay ahead, stay organized, and deliver a seamless guest experience.

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## Maintenance Log

Keep track of routine and emergency maintenance tasks. Log service dates, providers, costs, and upcoming needs to ensure your property stays in top condition and prevent future issues.

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## Monthly Summary Page

Review key performance indicators like bookings, income, expenses, and guest feedback. Reflect on the month's results and set clear goals to improve your hosting performance next month.

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# Monthly Inventory Tracker

Monitor essential supplies each month to ensure your space stays fully stocked, organized, and ready for every guest.

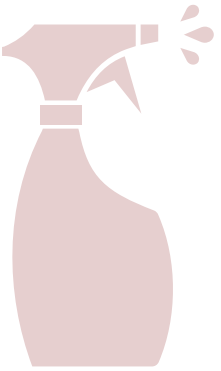



# Shopping Guide for Stocking Your Airbnb Inventory

Everything you need to prepare before any guests arrive.  
All items listed are available on Amazon.com or Amazon.ca.



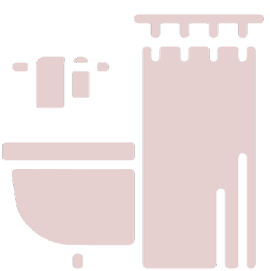
## Basic Cleaning Supplies (To prepare the unit before each stay)




- All-purpose disinfectant spray (e.g., Lysol or Mr. Clean)
- Bathroom cleaner with bleach
- Glass cleaner (e.g., Windex)
- Kitchen degreaser
- Air freshener spray or automatic diffuser
- Cleaning gloves
- Reusable microfiber towels
- Toilet brush
- Trash bags (kitchen & bathroom sizes)
- Scrub sponges
- Grout or floor scrub brush
-  Recommended on Amazon:
- Clorox Cleaning Kit
- 24-Pack Microfiber Towels



## Bathrooms (Per guest/stay)



- Toilet paper (at least 2 rolls per stay)
- Shampoo & conditioner (travel size or wall-mounted dispensers)
- Body wash or bar soap
- Toothpaste (optional)
- 1 hand towel + 1 bath towel per guest
- Non-slip bath mat or rug
- Bathroom trash bags
- Small air freshener or reed diffuser
-  Recommended on Amazon:
- Hotel-Size Toiletries Bulk Set
- 6-Piece Towel Set



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## Bedrooms (Per guest/stay)




- Sheet sets (minimum 2 per bed)
- Extra pillowcases
- Waterproof mattress protector
- Extra blankets
- Spare pillows
- Blackout curtains (if possible)
- Clothes hangers or wall hooks
- Laundry basket or hamper
-  Recommended on Amazon:
- Bedsure Sheet Set
- Waterproof Mattress Protector

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## KITCHEN / DINING




- Dish soap
- New sponge or scrub pad
- Organic/trash bags
- 1 roll of paper towels per stay
- Salt, sugar, oil (small portions or dispensers)
- Coffee and tea (single-serve packets)
- Coffee filters
- Napkins
- Dishwasher pods (if applicable)
- First aid kit (required in some areas)
- Fire extinguisher (may be required by local laws)
-  Recommended on Amazon:
- Dish Soap Refill Set
- Airbnb Kitchen Starter Kit

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## LAUNDRY (If offered)



- Laundry detergent or pods
- Fabric softener
- Laundry basket
- Mesh laundry bags
- White linen sets (separate by use: sheets, towels, pillowcases)
-  Recommended on Amazon:
- Tide Pods – 81 Pack
- Foldable Laundry Basket

## EXTRAS FOR 5-STAR REVIEWS



- Guest welcome manual (house rules, Wi-Fi info, check-out instructions)
- Small sewing kit
- Universal phone charger
- Umbrellas
- Disposable slippers
- Bottled water
- Complimentary snacks
- Flameless LED candles
- 🛒 Recommended on Amazon:
- Airbnb Welcome Basket Kit
- Multi-Port Charging Station





# Items to Track

Use this page to monitor essential items at the beginning and end of each month. Keeping track of supplies helps you stay organized, reduce waste, and ensure your property is always guest-ready.

Item	Quantity	Remaining	Restock (Yes/No)	Notes



# Cleaning Checklist

Use this checklist after every guest checkout to ensure your property is clean, restocked, and ready for the next arrival.



## General Areas (Living Room, Hallways, Entryway)



- ☐ Dust and wipe all surfaces, shelves, and furniture
- ☐ Vacuum rugs and sweep/mop floors
- ☐ Disinfect high-touch areas: doorknobs, switches, remotes
- ☐ Wipe mirrors and glass surfaces
- ☐ Remove cobwebs from corners and ceilings
- ☐ Check for damage or missing items
- ☐ Open windows briefly to air out the space (if possible)
- ☐ Empty trash cans and replace liners
- ☐ Restock guest guide, remote controls, and welcome items

## Bedrooms



- ☐ Strip used bedsheets and pillowcases
- ☐ Make beds with fresh linens (double-check for hair or stains)
- ☐ Disinfect nightstands, light switches, and remotes
- ☐ Dust dressers, lamps, and decor
- ☐ Check under the bed for forgotten items or trash
- ☐ Vacuum or sweep the floor thoroughly
- ☐ Restock blankets, extra pillows, or slippers (if applicable)
- ☐ Close windows and curtains neatly

## Bathrooms



- ☐ Clean and disinfect toilet, seat, and handle
- ☐ Scrub sink, tub, and shower walls
- ☐ Wipe mirrors and chrome surfaces
- ☐ Empty and disinfect the trash bin
- ☐ Restock:
- ☐ Toilet paper (2+ rolls)
- ☐ Hand soap
- ☐ Shampoo & conditioner
- ☐ Body wash or bar soap
- ☐ Fresh towels (bath, hand, face)
- ☐ Bath mat
- ☐ Ensure hair is removed from all surfaces and drains
- ☐ Spray air freshener or replace diffuser

## Kitchen



- ☐ Clean countertops and backsplash
- ☐ Clean inside and outside of microwave
- ☐ Wipe down fridge shelves and door
- ☐ Wipe stove and oven exterior (interior if visibly dirty)
- ☐ Clean sink and faucet
- ☐ Empty trash and recycling
- ☐ Sweep and mop floor
- ☐ Restock:
  - ☐ Dish soap
  - ☐ New sponge
  - ☐ 1 roll of paper towels
  - ☐ Trash bags
  - ☐ Salt, sugar, coffee, tea
- ☐ Empty dishwasher (if used) or wash any remaining dishes
- ☐ Check that all appliances work (kettle, coffee maker, toaster)

## Final Touches



- ☐ Set room temperature or fan/heater as needed
- ☐ Place welcome note or gift (if applicable)
- ☐ Turn on one light and leave it on for guest arrival
- ☐ Double-check:
  - ☐ Wi-Fi password is visible
  - ☐ Windows and doors are locked
  - ☐ All keys or lockbox info are in place
- ☐ Report any damages or missing items to the host

## Optional Deep Clean (1x per month)



- ☐ Clean inside oven and fridge
- ☐ Wash windows (inside and out)
- ☐ Disinfect baseboards and door frames
- ☐ Rotate and deep clean mattress
- ☐ Launder comforters, duvets, and pillow protectors
- ☐ Wash behind and under furniture



# Important Cleaning Note for Check-In Prep

Before finishing the turnover cleaning, please follow these important steps to ensure the property is fully ready for the next guest:

## Kitchen

- Open and check all cabinets and drawers for forgotten items.
- Inspect appliances (microwave, fridge, oven) to ensure they are clean and empty.

## Bedrooms

- Look inside closets and under the beds for personal belongings.
- If any items are found, place them safely in a designated storage space.

## Living Room

- Check under sofas, chairs, and coffee tables.
- Inspect any drawers, baskets, or storage areas for guest items.

## Report Any Issues

- If you find anything unusual (damages, broken items, or messes), take clear photos.
- Immediately notify the property owner or manager with a short message and photo evidence.

This process helps protect the property, respects guests' forgotten belongings, and ensures a smooth hosting experience.





## Cleaners Scheduled

Keep track of who's cleaning, when, and what needs to be done to ensure consistent service and quality.



## Cleaners Scheduled Log

Use this sheet to track cleaning assignments, tasks completed, observations, and cleaner feedback for each Airbnb turnover.

### Cleaning Assignment

- Field Details
- Property Name/Address \_\_\_\_\_
- Date of Cleaning \_\_\_\_\_
- Time of Arrival \_\_\_\_\_
- Time of Departure \_\_\_\_\_
- Assigned Cleaner(s) \_\_\_\_\_
- Type of Stay ☐ Short stay (1–3 days) ☐ Medium stay (4–7 days)  
☐ Long stay (8+ days)
- Type of Cleaning ☐ Regular ☐ Deep Clean ☐ After Party ☐ After Construction ☐ VIP Setup

### Cleaning Checklist Completed

Area	Y/N Questions	Notes
General Areas	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Bedrooms	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Bathrooms	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Kitchen	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Laundry	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Restocking Amenities	<input type="checkbox"/> Yes <input type="checkbox"/> No	



Supplies Used or Needed

Item	Quantity	Restocking
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Issues Noted

Issue	Urgent	Notes
<input type="checkbox"/> Damages found		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Missing items		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Maintenance needed		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Other observations		<input type="checkbox"/> Yes <input type="checkbox"/> No





## Cleaner Feedback

[illegible]

(Use this space to share comments or recommendations from the cleaner.)



Host Review (Internal Use)

Reviewed	Day	Action Taked



## Maintenance Tasks

Keep your Airbnb in top condition by scheduling regular maintenance before issues arise.



# Maintenance Schedule Overview

Use this sheet to plan monthly, seasonal, or one-time maintenance tasks across your property. Staying ahead helps ensure a smooth guest experience and protects your investment.

Maintenance	Description	Frequency	Due Date	Responsible Party
HVAC / Filters		Monthly / Seasonal		
Plumbing		Monthly		
Smoke/CO Detectors		Monthly/ Quarterly		
Light Fixtures		Monthly		
Pest Control		Monthly/ Quarterly		
Water Heater		Quarterly		
Doors/ Windows		Seasonal		
Exterior/Lawn		Weekly/ Seasonal		
Appliances		Monthly/ Quarterly		
Fire Extinguisher		Yearly		





# Custom Task List

Task: \_\_\_\_\_  
Frequency: \_\_\_\_\_

Notes & Reminders:

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- Use this space to jot down:
- Vendor contact info
  - Access instructions
  - Urgent repairs to prioritize
  - Recommendations from guests or cleaners

## Tips for Hosts

Always schedule maintenance during guest gaps, never during active stays.  
Keep records of maintenance invoices or receipts for tax and warranty purposes.  
Create a recurring calendar reminder using Google Calendar or Notion.  
Use the Maintenance Log page to track completed tasks and costs.



## Guest Visit Log

Track each guest's stay, condition of the property, and any important notes or incidents.



Use this log to protect your property, monitor guest satisfaction, and maintain a clear history of visits.

Field	Details
Guest Name	
Reservation Platform	<input type="checkbox"/> Airbnb <input type="checkbox"/> Vrbo <input type="checkbox"/> Booking.com <input type="checkbox"/> Direct
Reservation Code	
Check-In Date	
Check-Out Date	
Number Of Guest	
Property Name / Address	

Notes & Observations

Includes special requests, damages, missing items, complaints, or any incidents reported during the stay.

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# Property Condition



Checklist

Overall cleanliness

At Check-in

☐ Good ☐ Fair ☐ Poor ☐

At Check-out

Good ☐ Fair ☐ Poor

List:

- Furniture condition
- Kitchen items in place
- Electronics/appliances working
- Bathroom condition
- Bed linens & towels used
- Trash taken out
- Any damage or missing items

Include special requests, damages, missing items, complaints, or any incidents reported during the stay:

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## Host Activity Tracker

Stay on top of your Airbnb operations with this daily activity log.  
Track check-ins, check-outs, messages, maintenance, and  
more — all in one view.

Month:



Sun Mon Tue Wed Thu Fri Sat

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This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.



Date	Name	Check-in / Check-out	Tasks Completed	Issues Noted
		<input type="checkbox"/> In <input type="checkbox"/> Out	<input type="checkbox"/> Cleaning <input type="checkbox"/> Restock <input type="checkbox"/> Inspection	<input type="checkbox"/> Damage <input type="checkbox"/> Delay <input type="checkbox"/> Other
		<input type="checkbox"/> In <input type="checkbox"/> Out	<input type="checkbox"/> Cleaning <input type="checkbox"/> Restock <input type="checkbox"/> Inspection	<input type="checkbox"/> Damage <input type="checkbox"/> Delay <input type="checkbox"/> Other
		<input type="checkbox"/> In <input type="checkbox"/> Out	<input type="checkbox"/> Cleaning <input type="checkbox"/> Restock <input type="checkbox"/> Inspection	<input type="checkbox"/> Damage <input type="checkbox"/> Delay <input type="checkbox"/> Other
		<input type="checkbox"/> In <input type="checkbox"/> Out	<input type="checkbox"/> Cleaning <input type="checkbox"/> Restock <input type="checkbox"/> Inspection	<input type="checkbox"/> Damage <input type="checkbox"/> Delay <input type="checkbox"/> Other
		<input type="checkbox"/> In <input type="checkbox"/> Out	<input type="checkbox"/> Cleaning <input type="checkbox"/> Restock <input type="checkbox"/> Inspection	<input type="checkbox"/> Damage <input type="checkbox"/> Delay <input type="checkbox"/> Other
		<input type="checkbox"/> In <input type="checkbox"/> Out	<input type="checkbox"/> Cleaning <input type="checkbox"/> Restock <input type="checkbox"/> Inspection	<input type="checkbox"/> Damage <input type="checkbox"/> Delay <input type="checkbox"/> Other
		<input type="checkbox"/> In <input type="checkbox"/> Out	<input type="checkbox"/> Cleaning <input type="checkbox"/> Restock <input type="checkbox"/> Inspection	<input type="checkbox"/> Damage <input type="checkbox"/> Delay <input type="checkbox"/> Other
		<input type="checkbox"/> In <input type="checkbox"/> Out	<input type="checkbox"/> Cleaning <input type="checkbox"/> Restock <input type="checkbox"/> Inspection	<input type="checkbox"/> Damage <input type="checkbox"/> Delay <input type="checkbox"/> Other
		<input type="checkbox"/> In <input type="checkbox"/> Out	<input type="checkbox"/> Cleaning <input type="checkbox"/> Restock <input type="checkbox"/> Inspection	<input type="checkbox"/> Damage <input type="checkbox"/> Delay <input type="checkbox"/> Other
		<input type="checkbox"/> In <input type="checkbox"/> Out	<input type="checkbox"/> Cleaning <input type="checkbox"/> Restock <input type="checkbox"/> Inspection	<input type="checkbox"/> Damage <input type="checkbox"/> Delay <input type="checkbox"/> Other
		<input type="checkbox"/> In <input type="checkbox"/> Out	<input type="checkbox"/> Cleaning <input type="checkbox"/> Restock <input type="checkbox"/> Inspection	<input type="checkbox"/> Damage <input type="checkbox"/> Delay <input type="checkbox"/> Other
		<input type="checkbox"/> In <input type="checkbox"/> Out	<input type="checkbox"/> Cleaning <input type="checkbox"/> Restock <input type="checkbox"/> Inspection	<input type="checkbox"/> Damage <input type="checkbox"/> Delay <input type="checkbox"/> Other



## Notes / Follow-up

[illegible]





## Reminders & To-Do List

Priority	<div><div></div>High</div>	<div><div></div>Medium</div>	<div><div></div>Low</div>
Task			<input type="checkbox"/>
Due Date			<input type="checkbox"/>
Done			<input type="checkbox"/>

## Communication Log

- 1.Date:\_\_\_\_\_
- 2.With Whom:\_\_\_\_\_
- 3.Platform (Airbnb, WhatsApp, etc.)
- 4.Subject:\_\_\_\_\_
- 5.Notes:\_\_\_\_\_

## Weekly Reflection / Notes

Use this space to summarize weekly outcomes, issues, guest behavior, and ideas to improve:

## Tips for Daily Use:

- Start your day by reviewing yesterday’s activity.
- Mark each guest’s status (Check-in / Check-out) and whether tasks were completed.
- Record issues immediately (delays, damages, complaints).
- Use the “To-Do List” to track actions like supply runs or scheduling maintenance.



# 12-Month Airbnb Hosting Calendar

Use this section to organize guest stays, cleaning schedules, and property maintenance tasks all year long.



## Layout for Each Month

Each monthly page includes the following layout and sections:

### Monthly Overview Calendar

- A full monthly grid with space in each day to note:
- Guest Check-ins / Check-outs
- Scheduled Cleanings
- Maintenance Tasks
- Special Notes or Requests

Sun	Mon	Tue	Wed	Thu	Fri	Sat

(Printable for each month: January to December)

### Bottom Section

(Per Monthly Page)

#### Key Reminders

Item	Notes
Maintenance this month	
Inventory restock needed	
Seasonal decor update	
Deep clean schedule	
Deep clean schedule	



## Monthly Focus / Goals

“What do you want to improve this month?”

[illegible]

### Pro Tip for Hosts:

Use colored pens or stickers to visually mark check-ins, cleanings, and maintenance.

Print all 12 months and place them at the front of your planner for quick access.

At the end of each month, summarize progress in the Monthly Summary Page.



# Maintenance Log

Record all maintenance performed on your property to ensure long-term safety, functionality, and guest satisfaction.



# Maintenance Log



Use this page to log repairs, inspections, upgrades, and service calls.

Date: \_\_\_\_\_  
Task: \_\_\_\_\_  
Area/Item: \_\_\_\_\_  
Service: \_\_\_\_\_  
Cost (\$): \_\_\_\_\_  
Completed: Host \_\_\_\_ Pro \_\_\_\_

Notes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Recurring Maintenance Tracker (Quarterly / Annual)

Item: Smoke Detector ( Batteries)  
Frequency: Every 3 Months  
HVAC Filter Change: Monthly/Seasonal  
Fire Extinguisher Inspection: Yearly  
Pest Control: Monthly/Quarterly  
Water Heater: Yearly  
Gutter Cleaning: Seasonal

Notes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Attachments

Optional Items:

- Before/after photos
- Vendor receipts or invoices
- Messages or contracts
- Notes from cleaners or guests

Signature & Confirmation (Internal Use)

Verified By	Date	Follow-Up Needed?
		<input type="checkbox"/> Yes <input type="checkbox"/> No — If yes, specify:

Host Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Day: \_\_\_\_\_

Tips for Hosts:

- Keep this log for tax purposes and insurance claims.
- Scan and attach invoices to your digital planner or cloud folder.
- If a task is repeated often (e.g., leaks, electrical issues), consider scheduling a property inspection.



# Monthly Summary Page

Review your Airbnb business performance and plan for improvements.



# Monthly Summary Page

Use this page at the end of each month to track results, highlight wins, note issues, and prepare for the next month.

Month of: \_\_\_\_\_

Total Guest	
Reservations	
Lengh Of Stay	Days
Repeat Guest	

Total:

## Recurring Maintenance Tracker Quaterly / Annual

Source	Amount (\$)
Airbnb Payouts	
Cleaning Fees Collected	
Other Incomes (Parking)	
Total Gross Income	

Host’s Monthly Reflection Note:  
"Review this month’s guest experiences, income, and maintenance issues. Use these insights to improve your listing, update your processes, and set realistic goals for next month."  
✓ What worked well?  
✓ What needs improvement?  
✓ Any adjustments needed to pricing, communication, or cleaning?

# Key Expenses



Expense Category	Amount (\$)
Cleaning Supplies	
Maintenance & Repairs	
Utilities	
Laundry Services	
Restocking (toiletries, etc.)	
Other	
Total Monthly Expenses	

## Issues or Incidents

Type	Description	Resolved
<input type="checkbox"/> Damage		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Cleaning Complaint		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Maintenance		<input type="checkbox"/> Yes <input type="checkbox"/> No

Monthly Budget Tip:  
Staying on top of expenses and addressing guest issues promptly help prevent bigger problems and ensures your Airbnb remains.





# Monthly Reflections

What Went Well This Month?

Goals to Improve

Goals for Next Month

Goal	Target Day	Completed
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Host Signature: \_\_\_\_\_

Date Completed: \_\_\_\_\_



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[www.maidtownserviceltd.com](http://www.maidtownserviceltd.com)

[airbnbhost.tools@gmail.com](mailto:airbnbhost.tools@gmail.com)



# Thank You for Hosting with Heart

Your journey as an Airbnb host is more than just providing a place to stay — it's about creating memorable experiences, offering comfort, and building trust with every guest who walks through your door.

This planner was designed to support you in that journey, helping you stay organized, professional, and ready for growth.

As you move forward, remember:

Every check-in is a new opportunity to impress.

Every review is a reflection of your consistency.

Every challenge is a chance to improve.

We hope this planner brings clarity to your tasks, peace of mind to your process, and a little more joy to your hosting life.

## Let's Stay Connected

If you found this planner useful or have ideas to make it even better, we'd love to hear from you!

The Ultimate Airbnb Host Planner

*By Vlad Garcia*

Email: [airbnbhost.tools@gmail.com](mailto:airbnbhost.tools@gmail.com)

Website: [www.maidtownserviceltd.com](http://www.maidtownserviceltd.com)

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