

Household Organization**The Homemaker's Desk: A Place to Plan and Prepare**

- A corner to think, a flat surface to work on, a small drawer for tools, & a large drawer for files

**Organizing Bedroom Closets and Other Cupboards**

- Keeps, maybes, discards
- Divide, confine, and then conquer
- Always be thinking: Is this a tool or a trinket? Is it a friend or a freeloader?

**Fixing up the Laundry Room for a Fast and Easy Wash**

- A rack for wet items, a rod for hanging clean clothes, a flat surface for folding items, containers for transporting to and from, a rug for comfort, and good music to pass the time
- Keep at the task until it is done: Use a timer to know when the washer has stopped, fold the clothes immediately when the dryer is done, and solicit family's help to put items away.

**Making Bathrooms Work for Your Family**

- A towel rack for every family member, "lights" and "darks" dirty clothes buckets, hooks for clothes, containers for bathroom tools, cleaning supply container stored nearby
- Set the standard: everyone cleans up after themselves, every time

**Coping with Clutter**

- Incoming clutter, rotating clutter, and outgoing clutter
- Encourage cooperation from all, make it convenient to clean up, be consistent with standards
- Who will put it away? Where will it be put away? When will it be put away?

Time Management ~ Principles to Change Your Life**Start Early, Divide the Work into Bit-sized Pieces, Finish Completely**

- Get started on a project to gain momentum and interest. Divide tasks into small "mini" projects. Completely finish to keep the trailing "almost dones" to a minimum in your life.

**Effective Use of Prime Time**

- The "prime" time of each day should be spent on the things that matter most, those that require top energy, and those that need greatest creativity.

**Flexibility**

- If something can go wrong, it will. Leave "extra" time for potential problems and delays.

**"What is the Best Use of My Time RIGHT Now?"**

- Use the "spare" minutes of your day to accomplish important tasks. Keep an ongoing list of "odds & ends" to do: An article to read while waiting, hand mending to do while on the phone.

**Learn to Say NO: Delegate, Eliminate, Dovetail**

- Remember that every time you say no to one activity you are automatically saying yes to another. Balance what is most important to you now!

**Don't Mistake Activity with Accomplishment**

- Significant activities normally constitute a relatively small portion of the your time: the "vital few" and the "trivial many", or the 80/20 rule. Concentrate on the vital few first to achieve the best results.

**Time for Play**

- Play is any activity that has meaning but no purpose. However, it is vital for many reasons.

**Rotate Boring with Stimulating, Physical with Mental, Work with Play**

- Rest and respite comes when you rotate the kind of activity; i.e., stimulating tasks then routine chores; up and about then sitting down, working hard then taking a moment of respite.

**Time Alone**

- 1) To pray, to read, to meditate. 2) To plan. 3) To work on personal projects.

**Plan, Prepare, Do and Review**

- Plan your day, prepare for it, go to work, and then review what happened.

## Time Management ~ Practical Helps to Make It Easier



### **Calendaring**

- The tools: a wall calendar, a personal planner, an address file, and a “brain” box
- The method: plan this year, plan this month, plan this week, and then plan day to day

### **Goal Setting**

- Projects at hand: To handle the present pressures, write down the details, decide how much is enough, choose the order to proceed, and plan how to finish before the deadline.
- Projects coming up: To finish effectively, write down your plans in one place, consider the best methods, work on the project a bit at a time, and keep at it consistently.
- Projects for some day: To plan for the future, write down your ideas in one place, consider the wisdom of such projects, break them down into bite-size pieces, review them occasionally for viability, and then go to work.

### **Being On Time: How to Be There Every Time EARLY**

- Estimate arrival time and work backwards to a starting time.
- Getting into a vehicle: Plan on five minutes for every child in your family, ten minutes for your husband, and fifteen minutes for you to get ready. A baby will usually take twenty.
- Put anything that needs to be transported into the vehicle well before it is time to leave
- Set clocks and watches just a few minutes early.
- Prepare today for tomorrow, prepare this afternoon for this evening, prepare tonight for tomorrow morning.
- Plan plenty of time for delays, goofs, challenges, and interruptions.

## Training Children to Work



### **Ages 2-6: A Time to Teach and Love**

- Children watch, internalize, & duplicate. Tell them how, show them how, & watch them do it.
- Start with one job for each year they are old.
- Contributing in the home makes a child feel loved, needed, and wanted.

### **Ages 7-12: A Time to Train and Support**

- Children need consistent responsibility to feel security and have structure in their lives.
- Daily household jobs bring routine, good habits, and improved behavior.
- Train them during the summer months and continue these responsibilities during school.

### **Ages 13-Adult: A Time to Grow Independent**

- Young people are able to handle more complex and difficult household tasks.
- Following instructions and successful completion are skills needed in the real working world.
- Teach them how to function independently: It is critical to their success in school, on missions, when they are living away from home, and as they approach marriage.

### **Motivational Methods to Create Interest and Increase Dependability**

- Make it fun, make it easy, make it worthwhile, and make it meaningful.
- Praise the child directly, praise him second-handedly to an adult, and praise him to his peers.
- Correct carefully and with love.

### **Making It Simpler for Everyone**

- An identifying color for each family member, i.e. Dad-green, Mom-pink, Sue-yellow, Joe-brown
- A water cup for everyone in the kitchen
- Stackable “in & out” trays for each family member to handle paperwork
- One seat for everyone in the car, one chair for everyone at the table and one place for everyone to sit in the family room, on a rotating basis
- Reduce to a minimum the number of items family members are responsible for. Store all unnecessary toys, books, clothes, shoes, sports equipment, etc. If it is not needed now, put it up and away.
- Do everything possible to make your children self-sufficient in taking care of their own needs.