

“Brain Box” Housecleaning Organizer: Plan Your Work**Planning Your Daily Jobs**

- Because housework never seems to be done, it must be divided into portions, allotted to certain days, and done with all expediency. This brings a feeling of “finishing”.
- Decide what chores to do each and every day. These “daily” jobs are usually done to keep the home “neat”. Note this information in a written housecleaning plan, preferably one that is flexible and easy to use.
- Rarely will company notice if your house is really clean, if first it is neat.

Organizing Your Weekly Chores

- Decide what weekly jobs will be tackled on which days of the week. Note this information, the **job’s title** and its **assigned day**, in your written housecleaning plan. Remember, the plan must be flexible and easy to use. Weekly chores usually keep the house “clean”.

Doing Your Daily Jobs

- Do your “daily” jobs first to get your routine housework done in a timely manner.
- Set parameters on your schedule to get the housework done in a reasonable amount of time, without too many interruptions, and in such a way as to bring personal satisfaction. All family members should help in some way every day.

Doing Your Weekly Chores

- Next do the “weekly” jobs which have been assigned for today. While these jobs tend to be invisible when done, they are miserably obvious when left undone. It is always easier and faster to clean using a routine. Involve all family members as soon as possible in these regular chores.

“Brain Box” Housecleaning Organizer: For the Big Jobs**Planning Your BIG Scrub Jobs**

- Decide what household chores can be done on a less-frequent basis. Decide how often these “scrub” jobs will be done. Decide which months would be most appropriate for each. Divide the jobs into smaller portions so that each portion can be done in 20-30 minutes. Note this information including the **job’s title** and its **assigned month(s)**, in your written housecleaning plan.
- Each day, after daily and weekly jobs are completed, plan to do one major “scrub” job. These are chores which usually need attention only on a monthly, quarterly, semi-annual or annual basis.

Regular Monthly Jobs

- Monthly jobs include items which don’t need attention every week, but had best be done before they become overwhelming. Wash the car, dust the railing, file papers.

Infrequent Quarterly Jobs

- Quarterly jobs include cleaning and maintenance items which become noticeable if neglected: Change furnace filters, clean out the magazines, straighten the mud room.

Important Semi-annual Jobs

- Semi-annual jobs include those which would best be done at least twice a year to keep the house nicely clean: Vacuum furniture, wash windows, clean the shower curtain.

Essential Annual Jobs and Projects

- Annual jobs and projects are those chores which need to be done according to the season: Prepare the family calendar in January, retrieve winter clothes in September, complete Christmas cards early in December.

Housecleaning Methods: Working Your Plan**Why You Don't, Why You Should, How You Can Keep a House Clean**

- You don't because its unending and even well-done housework is invisible! You should because there is nothing like an orderly home. Break the work down into small projects, work out a plan, and tackle it each and every day. Soon your house will be in order. Housework can't be done according to mood, it must be done according to need!

Housecleaning Habits to Establish

- Wear a cobbler's apron with two large pockets. Put on a sturdy pair of shoes. Play some upbeat music, set the timer, and go to work.

How To's for Keeping the House Clean

- Teach your family to put things away themselves: close a closet door, pick up a toy, push in their chair in after meals. These small tasks make a tremendous difference in the home's appearance and helps make "housework" everyone's job.

What To Do/What Not To Do to Maintain Your Home

- Keeping it simple helps to more easily maintain a home. There must be lots of throwing away, giving away, and putting away to keep things neat and orderly.
- Set standards on how much "keeping" is enough. Use the 22-tie rule.
- When time for housework is limited, focus first on: picking up, fixing meals, doing dishes, cleaning the bathroom(s), completing the laundry, and neating up the entry.
- Fix it NOW! Set aside regular times each week to "maintain, repair, replace, and improve!"

Housecleaning Solutions To Make It Easier

- A housecleaning tote container full of cleaning cloths, cleanser, cleaning solutions, a toilet brush, scrubbing pads, old toothbrushes, and a sponge makes for an nicer cleaning session. Convenience always makes the job faster and easier!

Finances: How to Gain Better Financial Stability**Gaining Economic Constancy**

- Spend less next month than you earned this month. Do plastic surgery on credit/debit cards. Prepare and follow a budget. Be honest with yourselves and others at all times.

Preparing a Budget

- Determine how much you regularly earn, where you spend your money now, and how you would like to spend your money in the future. Have a formal monthly financial review to keep on the same page with whomever you share financial responsibilities.

Getting Out of Debt

- Decide now that credit cards WILL NOT regularly be used in your home. Become cash buyers. Begin with the smallest debt and begin a well-considered plan to pay it off while you continue making regular monthly payments on all other debts. When the first debt is gone, start on the second and so on. Keep at it until you are completely free of consumer debt. Then work on vehicle debt, a monthly savings plan, and finally on house debt. Work towards a long-term goal of complete freedom from debt.

Preparing For a More Secure Future

- As you begin budgeting, reducing your consumer debt, and dreaming about being totally debt-free, also focus on a monthly savings plan to secure your future. It is recommended that several months' salary be put away for unforeseen financial needs. There is no greater security than being prepared for potential financial insecurity.