

Seven Days to Better Organization



It takes a lot of work to be organized, but it takes a lot more work to be disorganized!

SUNDAY

1) Family Council

- a) You and spouse – upcoming commitments, immediate family needs, extended family pressures
- b) You, spouse, and them – future obligations, school demands, extra-curricular functions, familial needs
- c) Issues, problems, looking ahead – family tensions, challenges to solve, plans to make

2) Plan next week with family calendar

- a) Who is doing what?
- b) Who is going where?
- c) Who needs help, a ride, some instruction and/or some attention?

MONDAY

3) Plan out today

- a) Commitments – these lay the structure of your day
- b) Chores – these must be begun, kept at, and completed (as much as possible)
- c) Projects – these must be chosen, prioritized, and started (if there is time)

4) Fix up your personal desk, a place to...

- a) Think – write down ideas, items to purchase, repairs to be completed, anything that floats through your head and need capturing
- b) Plan – how to fulfill your current stewardships, the best way to handle your difficult situations, how to resolve your conflicts
- c) Work – Tackle that paperwork, pay those bills, file the important documents

TUESDAY

5) Bathrooms

- a) Do they finish? Teach family members to leave this room better than they found it. Set specific standards for finishing.
- b) Make it easier by labeling, color coding, providing easy access and storage.
- c) Share the work of cleaning by teaching family members to wash spittle down the sink, wipe off the counters, clean the mirror, and store their personal toiletries.

6) Laundry

- a) What tools will aid me? How can I set up this room to function at a higher level?
- b) How can I expedite my routines? When will I do my laundry?
- c) Who will help? What can they do to help? How can I make it easier?

WEDNESDAY

7) Kitchen

- a) Clear off cabinets to increase your work surface and make cleaning up easier
- b) Clean out cupboards to facilitate cooking, retrieval of tools, and putting items away
- c) Condense tools to “point of first use” to expedite your regular routines

8) Closets

- a) Confine like things together
- b) Use ABC management to put frequently used items at point of easiest retrieval
- c) Teach family members where the “home” of each item is so it will be there when you want to find it next time

THURSDAY

9) Finances

- a) Work towards buying on a cash basis, stop using credit cards
- b) Set up a budget and counsel together as couple on a frequent basis to keep communication open and to focus on common financial goals
- c) Buy by the year to reduce travel costs, eliminate frequent decision making, and lower your household expenses

10) Groceries

- a) Shop early in the day to catch bargains, reduce time spent in the store, and to facilitate good decision making
- b) Shop alone (as possible) to focus, calculate prices easily, and make wise decisions
- c) Shop with a list to remember everything that needs purchasing, keep costs down, to expedite the best use of your time

FRIDAY

11) Watch children until they obey



- a) Calm voice to encourage respect
- b) Steady eye to watch until they respond
- c) Gentle thank you to express appreciation and love

12) EARLY

- a) Make phone calls early to get processes started and appointments set
- b) Prepare dinner early so it is ready and convenient to put this meal on the table
- c) Run errands early to avoid the crowds, the traffic, and have energy to make good decisions

SATURDAY

13) Garage

- a) When can we tackle is this project? How will we go about it?
- b) What should we discard? What can we give away? What belongs elsewhere?
- c) What can we hang up, shelf, or store in containers?

14) Kids' bedrooms (their miniature homes)

- a) Too much stuff? Children do better with less of their treasures out and about
- b) Too few "homes"? Treasure boxes for their prized possessions, journals for their papers, and shelves for their books and papers help them help themselves
- c) Housekeeping skills taught at an early age will facilitate keeping their miniature "home" clean and neat on a regular basis

SUNDAY

15) Review week

- a) Prepare yourself beforehand by updating the calendar, reviewing your planner notes, and thinking through needs, wants, and desires
- b) Prepare a list of issues to discuss with your spouse during couple council
- c) Ponder what to address with family members during your upcoming family council together

16) Plan again

- a) Which projects will we tackle? What tools will we need? When can we focus?
- b) What can we cut out or cut down? What can we do to increase time for our top priorities?
- c) What changes do we need to make? How can we gain cooperation? When and where will we start?