

Before Bed routine w/c: zone:

M T W R F S S **Clean up the house:** (20 minutes – tops!)

- Living room: Pick up and put away things, magazines, dishes, clothes, shoes.
- Dining room: clean up ... the table should be clear.
- Kitchen: Clean it up, shine sink, lay out clean dishcloth, and run the dishwasher.
- Clear the hot spots – shoe tree & mudroom (5 mins each, max)
- Check diary/calendar for tomorrow

REWARD: 30 mins - play a game, paint your toenails, read a magazine or something!

M T W R F S S **Before bed:**

- Pick out clothes for tomorrow
- Brush your teeth, clean your face, comb your hair.
- Take vitamins and other meds.
- Snuggle in for the night and lights out. In bed, head down by 11pm. *Absolutely no later than midnight on pain of death.*

Weekly Plan

w/c:

zone:

Monday - Free day

- Water all the plants (x3)
- Spend 15 minutes in the current zone

Tuesday - Weekly Home Blessing

- Dust
- Vacuum upstairs and down
- Mop
- Polish Mirrors and Doors
- Purge magazines
- Change Sheets – need Andrew’s help
- Empty all trash & take to curb

Wednesday - Desk time

- Pay all bills
- File all paperwork
- Write letters / thank-you notes

Thursday - Zone day

- Finish any zone cleaning chores / missions
- Check / clear refrigerator
- Plan menu for next week & make shopping list

Friday - Post, Car and Misc.

- Spend 15 minutes on the car
- Mail bills, cards, letters, etc.
- Clean out any bag (nappy, purse, backpack)
- Mend/repair/refill one thing

Saturday - ?

Sunday - Family Fun Day

NOTES

Tools to FLY by

BABY STEPS!

- Establish small routines first
- Consistency is the key to all of this.
- Take your time and enjoy the process.
- Your house did not get messy overnight and will not be clean overnight either!

My timer is my friend

I can do anything for 15 minutes!

How to declutter

Take three boxes into a room, one marked "put away" one marked "give away" and one marked "throw away". Set your timer for 15 minutes and GO.

Touch every item in the room and see if it fits in one of those boxes. If not, dust it and put it back. When the timer goes off put boxes/items in their correct places.

27 Fling Boogie

Take a garbage bag and walk through home and throw away 27 items. Don't look in the bag, just throw it out.

Next, take an empty box and collect 27 items to give away. As soon as you finish filling the box take it to the car for donation. You are less tempted to rescue items.

Hot Spot Fire Drill

- Identify your hot spots (shoe tree, dining room table, sofa end table)
- Set a timer for 2 minutes
- Clear off a hot spot and put items that don't belong there in a box. When the timer goes off put items where they REALLY go.

10 Commandments

- Keep your sink clean and shiny.
- Get dressed every morning, even if you don't feel like it. Don't forget your lace-up shoes.
- Do your morning and before bedtime routine every day.
- Don't allow yourself to be sidetracked by the computer.
- Pick up after yourself. If you get it out, put it away.
- Don't try to do two projects at once. ONE JOB AT A TIME.
- Don't pull out more than you can put back in one hour.
- Work as fast as you can to get the job done. This will give you more time to play later.
- Smile even when you don't feel like it. It is contagious. Make your mind up to be happy and you will be.
- Don't forget to laugh every day. Pamper yourself, you deserve it.

5 minute room rescue

Spend just 5 minutes clearing a path in your worst room. You know this area of your home: the place you would never allow anyone to see. Just 5 minutes a day for the next 21 days and you will have a place that you can be proud to take anyone!