

Establishing Routines

Before you can decide on what routines will work for you and your family, begin by answering these questions:

What tasks do you need to complete each day in order to get to work?

Which tasks do you need to do each day to get your kids to school?

Which tasks do you need to do each day to eat?

Which errands do you need to get done daily?

Which tasks need to get done each done in order for you to get some exercise?

Which tasks do I need to get done to maintain an organized home?

Make the list. In the beginning, nothing is too small, if you want to work "brush teeth" into your routine, that's great.

When I was creating mine, I found it much easier to throw everything in and edit out later.

On the following pages are some ideas which you may want to consider adding to your routines.

MORNING CHECKLIST

I have way more things on my evening routine so that I can get out the door more quickly in the morning:

BATHROOM

___ Grooming

___ Wipe the sink

BEDROOM

___ Dress

___ Make Bed

___ Tidy night table

KITCHEN

___ Prepare and eat breakfast(s)

___ Defrost ingredients for dinner

___ Pack lunches

LAUNCH PAD

___ Check work bag for keys, cell phone, work papers

___ Check school bags

MIDDAY CHECKLIST

Whether you work in an office or at home, I suggest completing the following either right before or right after your lunch break:

DESK/COMPUTER

___ Check in with To Do list

___ Schedule appointments

___ Clean out 5 personal emails from your inbox

___ Respond to meeting requests, evites and invitations

___ Check your calendar. Are there any birthdays/anniversaries/important dates this week/next week?

ERRANDS

___ Bank: Banking/ATM

___ Post Office: Do you have anything to mail? Stamps?

___ Drugstore: Toiletries, greeting cards, odds & ends

___ Dry cleaner

EVENING CHECKLIST

My #1 tip for successfully checking off this list is to start these tasks the minute you walk in the door. I personally go straight into the kitchen. Don't wait until you're half asleep on the couch to begin your evening routine.

KITCHEN

- ___ Prepare dinner
- ___ Add items to running grocery list
- ___ Check in with your menu plan for the week
- ___ What's for lunch tomorrow?
- ___ What are tomorrow's snacks?
- ___ What's for dinner tomorrow?
- ___ Pack lunch bags
- ___ Wipe down kitchen counters

LAUNCH PAD

- ___ Pack/refresh work bags
- ___ Pack/refresh gym bags

BEDROOM

- ___ Lay out clothes for next day

___ Tidy the night table

___ Create tomorrow's To Do list

BATHROOM

___ Evening grooming

___ Wipe down sink

EXTRA CREDIT

Extra credit tasks are for days when you have either extra time, or extra energy.

___ Choose one room and declutter for 10 minutes

___ Respond to 5 more personal emails

___ Tackle a 30 Minute organizing Project

___ Make it a laundry day