

# Home Management

Knowing The Basics~ Sets you FREE!



House the homeless!



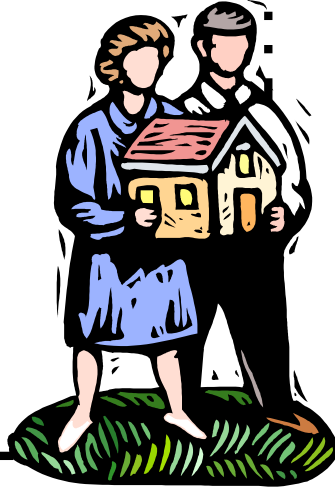
Organize!



Manage!



Efficient!



“For everything should be done  
in a fitting and orderly way.”

1 Corinthians 14:40



## ouse the homeless!

### Put things back where they belong!

- Practice healthy habits of putting things away.
- Model your desired behavior for others.
- Do the laundry basket shuffle.
- Carve out specific spaces for everything!

### When things are in their place we feel...

- In control
- More organized
- Less cluttered
- Less stressed

A place for  
everything,  
everything in its  
place.  
Benjamin Franklin

The end result...You know where things ARE and where things GO at all times!  
Which means you can send others to get things or return things more easily!



## rganize!

### Organization is the key to managing a home!

- Begin SMALL and get better!
- Use SPACE *every time* you organize.

S-Sort (sort through area and remove things that do not belong.)

P-Purge (THROW STUFF AWAY, donate, sell, etc.)

A-Assign (find a home for every item, and PUT IT THERE!)

C-Containerize (buy, build or rescue from your garage all those bookshelves, plastic containers, cute baskets, boxes, etc and use to contain items.)

E-Evaluate (Is this working? If not move things around)

### When things are more organized we feel...

- Peaceful, calm
- Effective
- Simplified, less stressed

The end result...You clear your life of excess clutter, leaving it free to enjoy our families, hobbies, volunteer, and REST!

Organizing is what you do before you do something, so that when you do it, it's not all mixed up. AA Milne



manage!

You MUST MANAGE your home!

- Organized lifestyles take upkeep and work just like your yard, business, and your home!
- Get your family involved by giving them chores or certain tasks to complete each week. (Better yet, hire some help!)
- Get your AM together in your PM.
- Do something each day, don't save it all for Saturday.

When things are manageable you will feel...

- In control
- Successful
- Energized and renewed
- Purposeful
- Relaxed

The end result...Your life will be full of those things you enjoy and not bogged down by things you dread.

We can easily manage if we will only take, each day, the burden appointed to it. But the load will be too heavy for us if we carry yesterday's burden over again today, and then add the burden of the morrow before we are required to bear it. John Newton



fficient!

Making it easy to do, easy to remember and if it works for YOU, efficiency will come naturally.

- Make it simple and easy on you and your family.
- Set up LAUNCH PAD sites. (Back packs, ballet attire, soccer stuff, etc. Use bag Checklists.)
- Develop written reminders so you don't have to keep repeating yourself! (Bathroom notes, refrigerator reminder, etc.)
- Keep it where you USE it! Be practical and sensible with your organization.

When things are efficient...

- You have more time
- Accomplish more
- Family works smoothly together
- Decreases fussing and fighting (power struggles)
- You can relax and de-stress

The end result...an efficient home is a home that is well managed and content. (Not to mention clean and happy!)

The ultimate goal of a more effective and efficient life is to provide you with enough time to enjoy some of it.

Michael LeBoeuf

**My prayer is for your family is to be at peace with their things and one with GOD!**