

MAINTAIN YOUR HOME AND **MANAGE** YOUR TIME

A HOW-TO GUIDE



CHAPTER 1

The Daily Reset:

Hey there!

In this ebook, I'm excited to delve into some essential concepts that I regularly discuss in my home management classes.

Let's start with the topic of clutter.

It's really important that you tackle that clutter, and **seriously, get rid of it.** If not, you'll be stuck cleaning it forever!

So, clear it out, so you can make cleaning, tidying up, and maintaining your home easier!

Have you ever noticed the huge difference between everyday mess and cluttered mess? It's super important to get rid of clutter.

By taking the time to declutter now, you'll save yourself countless hours of frustration later on.



Trust me, it's worth the effort!

As I say in my classes,

"Spend time clearing out your clutter, so you won't be wasting your life cleaning it".

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Now, on to the importance of daily resetting.

if you have tidy habits already, you've trained your kids well, and you have minimal clutter, your daily reset should take less than 20 minutes.

You should not include bedrooms in your daily reset- since these should be tidied up first thing in the morning.

As I teach, anyone old enough to sleep in a bed is mature enough to make their bed and tidy up their room.

if you know me already, you know that I believe that making your bed each day is the most important task you can do, and it's our responsibility to teach this to our children, too.

It may seem like a small task, but it sets a positive and productive tone for the day ahead.

And besides, who doesn't love going into a neat room at night?!

Plus, a neatly made bed instantly elevates the appearance of the entire room!



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So, your rooms are tidied, and now you're ready to reset the main spaces of your home. This should be done each evening.

As I've explained, if you've decluttered your space, maintaining it becomes much more manageable. You shouldn't need to spend more than just 20 minutes each day on a quick reset. This will make a world of difference in the overall cleanliness and organization of your home.

So, set your timer, and let's get going!

I'm going to break down the daily reset process step by step:

START WITH THE KITCHEN:

Clear and wipe down the countertops.

Clean the stove and backsplash.

Wash all the dishes and clean the sink.



CHAPTER 1

DINING AREA:

Next, on to the dining area, where you ate dinner.

The table should be already clear because, as I teach, any member big enough to eat food at the table is big enough to clean up after eating a meal.

In my course, we go into depth about how important it is to raise capable and responsible children.

They must learn to participate in the workload of running a home.

Involving children in this process not only teaches them responsibility but also instills a sense of pride in contributing to the household.

DINING ROOM:

Wipe down the chairs.

Wipe down the tabletop.

Sweep underneath the table and the whole area.

Tuck the chairs back in.



CHAPTER 1

THE LIVING ROOM:

Collect any items there, like shoes and school stuff, and put them where they belong.

Again, your children should be doing this, so there shouldn't be too many things out of place here.

Pick up the pillows and fluff them.

Lift the rug and shake it out.

Lastly, sweep the entire area.



CHAPTER I

THE MAIN BATHROOM:

Give the toilet bowl a good swish, with disinfectant.

Disinfect all surfaces.

Sweep the bathroom floor.

If you have a bathtub or shower in your main bathroom, be sure to put away all shampoo and bottles, disinfect the tub, and give the shower curtain a rinse.

**YAY! Almost done!**

With your timer still going, don't forget to give all your main living areas a once-over with a Swiffer mop.

This final touch ensures that your floors remain clean and gleaming.

If you have extra time, tackle any remaining tasks or chores. Remember, the goal is to start each day with a clean slate, setting yourself up for success and tranquility in your home.

Remember, it's not about perfection; it's about progress

CHAPTER 2

Integrating Deep Cleaning into Your Routine:

You've conquered the daily reset; now it's time to take your home to the next level.

Imagine a space not only decluttered but clean, too, where every corner smells and looks fresh. This is the awesomeness of deep cleaning, and we're about to make it effortlessly achievable!

Below are a few pointers before you start deep cleaning:

Delegating Tasks and Involving Family Members:

As I teach, anyone capable of making a mess and above the age of 2 is also capable of helping out.

Having your family help out not only contributes to the cleanliness of your home but instills a sense of pride in maintaining a beautiful and clean home.

Identifying and Tackling Clutter Hotspots:

Before delving into deep cleaning projects, identify clutter hotspots.

What is a clutter hotspot?

Any area that attracts clutter. Addressing these areas ensures a smooth transition into the deep cleaning phase.

CHAPTER 2

The Art of Deep Cleaning: Less Effort, More Impact:

If you stay on top of cleaning mess and dirt as they occur, you really won't need to do hardcore deep cleaning.

If there is no clutter, staying on top of mess is significantly easier since you don't need to shuffle around and rearrange stuff to clean up.

With that said, you should aim to tackle two deep cleaning tasks per week.

These tasks can be completed in one day or spread out over the week.

Here are some examples:

1. **Deep clean kitchen appliances:** Take the time to thoroughly clean the inside and outside of your oven, microwave, refrigerator, and dishwasher. Remove any food residue, grease, and stains.
2. **Scrub and sanitize the bathrooms:** Scrub the bathtub, shower, sink, and toilet to deep clean the bathroom. Pay special attention to areas prone to mold and mildew buildup, such as grout lines and corners. You should be disinfecting surfaces daily when you reset your home.
3. **Dust and/or vacuum all surfaces:** Dust and vacuum every room in your home, including hard-to-reach areas such as ceiling fans, light fixtures, and baseboards.
4. **Wash windows and window treatments:** Clean windows inside and out to remove dirt, grime, and streaks for a clear view. Don't forget to clean window coverings such as blinds, curtains, and shades.
5. **Clean and disinfect frequently touched surfaces:** Take the time to disinfect commonly touched surfaces such as doorknobs, light switches, remote controls, and countertops.

Incorporating these deep cleaning tasks into your weekly routine will help maintain a clean, healthy, and organized home environment.

CHAPTER 3

Mindful Purchases

When it comes to minimalism and intentional living, a key facet is approaching purchases with a purpose.

Let's not get caught by the consumerist trap. We can appreciate items without needing to own them all.

Window shopping, is fun. But owning and needing to manage all that stuff?

Not so much.

If the temptation is just too much for you, consider avoiding shopping centers altogether.



An interesting fact about shopping: a study examined how touching things affects what we buy. When we touch something, it releases oxytocin, the "love hormone." This can make us want to buy or keep the item. It's important to remember this and to try not to touch things we don't need when out shopping.

CHAPTER 3

But what about genuine needs?

Even committed minimalists find themselves in situations where they need new things. Appliances break, tires go flat, and clothing gets ruined.

There are certain items that we must own, but most items are not absolute must-haves. I suggest waiting a bit on those items and seeing if you genuinely can not live without them.

Being more mindful about shopping helps us with unhealthy shopping habits, overspending, impulsive acquisitions, and buyer's remorse.



Here are strategies to avoid impulse shopping and the remorse that may follow:

1. **Stick to a Shopping List:** Have a list and stick to it!



2. **Evaluate Necessity:** Ask yourself, "Do I genuinely need this?"

3. **Wish List Waiting Period:** Before clicking "buy" online, add the item to a wish list. Wait 24 hours or, for something more pricy, wait a month.



4. **Consider Placement:** Think about where the new item will go in your home.

5. **One-in-one-out rule:** What will you get rid of in exchange for the new item?

By following these ideas, we're being intentional about what we buy and avoiding getting caught up having too much stuff.

CHAPTER 4

Time Management



In simplifying your life, we're not just talking about clearing out physical clutter. We're also diving into how to manage your time better.

This chapter is all about that—figuring out how to make the most of your time, especially if you're a busy mom.

Now that you've tidied up your physical space, it's time to apply the same idea to your schedule.

It's important that you understand- YOU are the boss of your time- your time doesn't control you!

There's a saying:

"The bad news is time flies; the good news is you're the pilot" (Michal Art).

Take a look at your daily routine.

What tasks do you absolutely have to do, and which ones could you maybe skip or change?

Being mindful about your schedule means not just doing what you have to, but also finding different ways to handle tasks you don't enjoy.

CHAPTER 4

Here are 10 Time Management Tips to guide you in reclaiming control of your time:

1.Dump Your Brain: If you're feeling overwhelmed, spill out all your thoughts onto paper. This "brain dump" helps clear your mind. Then, sort the list by what's most important and add it to your to-do list.

2.List It Out in Your Planner: Making a to-do list gives you a clear picture of what needs to get done and how long it might take. You can do this in a planner, notebook, or on your phone. This simple habit keeps your home running smoothly. Also, plan out your week and pick the three Most Important Tasks (MITs) each day to stay focused.

3.Is It For or Againsts your Dreams?: Think about whether each task moves you closer to your dreams. If not, it might be holding you back. It's okay to let go of things that don't align with your goals. Remember, if it's not a big "heck yes," it's probably a "no."



CHAPTER 4

4. Put the Important Stuff First—Eat That Frog: You may have heard me quote one of my favorite time management books, *Eat That Frog*, by Brian Tracy: tackle the tough tasks first thing in the morning. Putting things off only makes them harder later on. So, eat that frog early to avoid stress piling up.

5. Share the Load: Accept that you can't do everything alone. Get your family involved in chores around the house. It not only helps you but also builds their confidence and independence. The time you spend teaching them now pays off later.

6. Do Two Things at Once: While multitasking isn't always the best idea, sometimes it works. Pairing up easy tasks can save time. For instance, you could listen to something interesting while doing the dishes or quiz your kid on spelling while folding laundry.

7. Learn to Say No: It can be tough to turn down requests, especially if they're for a good cause. But think about how it affects your family and yourself. Being kind shouldn't mean neglecting your own responsibilities.

8. Take Care of Yourself: Make sure you're looking after yourself too. Get enough sleep and make time for things you enjoy. Taking care of yourself helps you work better and stay positive.



CHAPTER 4

9. Spot Your Time Wasters: Start paying attention to habits that eat up your time for no good reason. It could be endlessly scrolling on your phone, working too much, or spending too long trying to make things perfect instead of just getting them done.

10. Cut Out Distractions: When you need to concentrate, set boundaries and get rid of anything that might pull your attention away. Turn off your phone, don't answer the door, and make sure you've got everything you need to get the job done.

By putting these time management ideas into action, you're the boss of your schedule.

You get to make sure your time lines up with what really matters to you, making your life more balanced and enjoyable.

Remember, you are the boss of your time! Your time doesn't control you!



CHAPTER 5

Procastination

Dealing with procrastination is a struggle we all face, but there are some tricks that can really help you get things done faster and smoother. Check out these tips:

1. Break It Down: Big tasks can feel overwhelming, so chop them up into smaller, doable steps. It's easier to tackle and feels great when you tick off each little part.

2. See the Finish Line: Visualize how awesome it'll feel when you're done. Imagine the relief, the sense of accomplishment, or the good things that'll come from finishing. It's a great motivator!

3. Buddy Up: Share your goals and deadlines with someone you trust. They'll keep you on track and give you that extra push when you need it. Plus, it's nice to have someone rooting for you!

4. Time It Right: Give yourself clear deadlines for each task. It adds a bit of urgency and stops you from putting things off indefinitely. Break big projects into smaller chunks with their own deadlines to make it all more manageable.



CHAPTER 5

5. Change Your Environment: Sometimes, a change of scenery can do wonders. If you're stuck in a rut, switch up your surroundings. A fresh setting can kickstart your productivity and break the procrastination cycle.

6. The 5-Minute Rule: Challenge yourself to dedicate just five minutes to the task at hand. Set a timer, and commit to working on the task for this short duration. Often, starting is the hardest part, and you'll find that once you begin, you'll get into the flow and may be motivated to continue beyond the initial five minutes.

Remember,

progress is a process,

and overcoming procrastination takes consistent effort.

Experiment with these strategies, and find the combination that works best for you.

Each small step forward is a victory in itself!

