

How to Get More Hours in Your Day

Adapted from Emilie Barnes' "Cleaning Up the Clutter"

Start your day the night before

- Set the breakfast table the night before
- Gather laundry and sort it.
- Set up the coffeepot for the morning.
- Make a list of what must be done the next day.
- Run the dishwasher in time to open it up to air dry.

Get Up Earlier

- The last one out of the bed makes the bed!
- Put in the first load of wash.
- Shower and dress.

Advance to the kitchen

- Rejoice that the table is set and attractive.
- Put cleaned dishes away.
- Prepare breakfast and clean preparation and cooking items as you go.
- Call everyone to the table with a "two-minute warning."
- Have everyone take their dishes to the sink (or put into dishwasher) when through.
- Put all dishes in the sink to soak in hot water if needed or put last ones in dishwasher.
- Check your "To Do" list.

Put your day in full swing

- Have each child check his or her room and pick things up.
- Check the bathroom for clothes and cleanliness.
- Have your children check for their lunch or money, books, homework, gym clothes, etc.

Get back to work or off to work

- Put in a second load of wash.
- Do the dishes if needed and wipe off counters.
- Do any advance dinner preparations.
- Rejoice that your basic housework is done!
- Check your "To Do" list.

Prepare your home for the evening

- Start to unwind and think toward a quiet, gentle spirit.
- Organize the children as best as you possibly can.
- Have family help fold clothes and put them away in their rooms.
- Do not share the negative part of the day with your family until after dinner.
- Enjoy your family.