



Make it Fun and it will get Done!

the secret
to being organized

BAKING GOODS

- _____ Baking Powder
- _____ Baking Soda
- _____ Chocolate Chips
- _____
- _____

BATHROOM

- _____ Bath Soap
- _____ Conditioner
- _____ Deodorant
- _____ Feminine Products
- _____ Hair Spray
- _____ Lysol
- _____ Razor Blades
- _____ Shampoo
- _____ Shaving Cream
- _____ Stamps
- _____ Toilet Bowl Cleaner
- _____ Toothpaste
- _____ Vitamins
- _____
- _____

BEVERAGES

- _____ Beer
- _____ Cocoa
- _____ Coffee
- _____ Fruit Juice
- _____ Mineral Water
- _____ Oil
- _____ Soft Drinks
- _____ Tea
- _____ Wine
- _____
- _____

BREADS

- _____ Bagels
- _____ Beans/Lentils/Peas

- _____ Bread
- _____ Bread Crumbs
- _____ Buns
- _____ Cake Mix
- _____ Candy

BREADS (continued)

- _____ Cereal
- _____ Chips
- _____ Cookies
- _____ Corn Starch
- _____ Crackers
- _____ Dried Herbs
- _____
- _____

CANNED GOODS

- _____ Apple Sauce
- _____ Baby Food
- _____ Chili
- _____ Fruit
- _____ Mushrooms
- _____ Soup
- _____ Spaghetti Sauce
- _____ Tomato Sauce
- _____ Tuna
- _____ Vegetables
- _____
- _____

CONDIMENTS

- _____ A1 Sauce
- _____ BBQ Sauce
- _____ Honey
- _____ Horseradish
- _____ Jelly/Jam
- _____ Ketchup
- _____ Mayonnaise
- _____ Mustard
- _____ Olives
- _____ Peanut Butter

- _____ Pickles
- _____ Relish
- _____ Salad Dressing
- _____ Salsa
- _____ Soy Sauce
- _____ Spaghetti Sauce
- _____ Syrup
- _____ Tabasco Sauce
- _____ Vinegar
- _____ Worcestershire

DAIRY

- _____ Butter
- _____ Cottage Cheese
- _____ Cream Cheese
- _____ Eggs
- _____ Margarine
- _____ Milk
- _____ Other Cheese
- _____ Parmesan Cheese
- _____ Sour Cream
- _____ Whipped Cream
- _____ Yogurt
- _____

DRY GOODS

- _____ English Muffins
- _____ Flour
- _____ Gelatin
- _____ Nuts
- _____ Oatmeal
- _____ Pancake Mix
- _____ Pasta
- _____ Pepper
- _____ Pop Corn
- _____ Raisins
- _____ Rice
- _____ Rolls
- _____ Salt
- _____ Shortening
- _____ Spices



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- _____ Sugar
- _____ Taco Shells
- _____ Vanilla
- _____ _____
- _____ _____

FROZEN FOODS

- _____ Entrees
- _____ Ice Cream
- _____ Juice
- _____ Pizza
- _____ Vegetables
- _____ Waffles
- _____ _____

FRUIT

- _____ Apples
- _____ Bananas
- _____ Grapefruit
- _____ Grapes
- _____ Lemons
- _____ Melon
- _____ Oranges
- _____ Peaches
- _____ Pears
- _____ _____
- _____ _____

KITCHEN

- _____ All Purpose Cleaner
- _____ Dish Detergent
- _____ Dishwasher Soap
- _____ Floor Cleaner
- _____ Furniture Polish
- _____ Oven Cleaner
- _____ Steel Wool Pads
- _____ _____

LAUNDRY

- _____ Bleach

- _____ Detergent
- _____ Fabric Softener
- _____ Glass Cleaner
- _____ Stain Remover
- _____ _____

MEAT, FISH & POULTRY

- _____ Bacon
- _____ Beef
- _____ Chicken
- _____ Deli Meat
- _____ Fish
- _____ Ham
- _____ Hot Dogs
- _____ Lamb
- _____ Pork
- _____ Sausage
- _____ Shellfish
- _____ Turkey
- _____ _____

MISCELLANEOUS

- _____ Air Freshener
- _____ Bandages
- _____ Batteries
- _____ Candles
- _____ Kitty Litter
- _____ Light Bulbs
- _____ Medications
- _____ _____
- _____ _____
- _____ _____
- _____ _____

PAPER PRODUCTS

- _____ Aluminum Foil
- _____ Facial Tissue
- _____ Garbage Bags
- _____ Lunch Bags
- _____ Napkins

- _____ Paper Plates
- _____ Paper Towels
- _____ Plastic Wrap
- _____ Sandwich Bags
- _____ Toilet Tissue
- _____ Zip Locks
- _____ _____
- _____ _____

VEGETABLES

- _____ Beans
- _____ Broccoli
- _____ Cabbage
- _____ Carrots
- _____ Cauliflower
- _____ Celery
- _____ Corn
- _____ Garlic
- _____ Lettuce
- _____ Mushrooms
- _____ Onions
- _____ Peppers
- _____ Radishes
- _____ Spinach
- _____ Squash

VEGETABLES (continued)

- _____ Stewed Tomatoes
- _____ Tomatoes
- _____ _____
- _____ _____
- _____ _____
- _____ _____

Daily

Estimated Time: 7 min.

Dress in Exercise Clothes

As soon as your alarm goes off, get your exercise clothes on before your brat has a chance to change your mind about exercising.

If it isn't fun, it won't get done.

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Daily

Estimated Time:

Exercise

At least 45 minutes 4 times a week. Ideally one hour daily. While you exercise have a mental talk with your brat. Praise her for minding.

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Daily

Estimated Time: 30 min.

Shower/Dress/ Fix hair/ Make-up

If you wear make-up outside your home were it at home and be sure to dress all the way to shoes that tie.

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Daily

Estimated Time: 5 min.

Have a Talk with Brat

Go over the focus or theme for today and check your plan of action for today. Be firm about your goals and insure your brat that there are surprises for her. . . .if she's good.

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WHO'S IN CHARGE?

WHO'S IN CHARGE?

Daily

Estimated Time: 5 min.

Empty Dishwasher

While you are preparing breakfast, empty the dishwasher as one of your first jobs in morning.

If it isn't fun, it won't get done.

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Daily

Estimated Time:

Fill Dishwasher

Clean as you go in the kitchen and add to the dishwasher all day. (If you don't have a dishwasher, get a dishpan to keep under the sink for the day's dirty dishes, then wash dishes once a day.)

If it isn't fun, it won't get done.

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Daily

Estimated Time: Duh!

Start Dishwasher

Night night kitchen. Turn on the dishwasher and turn off the lights and sleep well.

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Daily/Every Other Day

Estimated Time: 4 min.

Three Door Squirt

Clean dishwasher, microwave and oven door with a generous squirt of Windex or your favorite window cleaner.

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WHO'S IN CHARGE?

WHO'S IN CHARGE?

Daily/Every Other Day

Estimated Time: 2 min

Clean Oven Knobs/Clock

Spray Windex on a damp rag and then clean clock and knobs.

If it isn't fun, it won't get done.

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Daily

Estimated Time: 3 min.

Scour Sink

Keep your sink shiny AND empty all day. Read flylady's Sink Reflections and get a flylady magnet to remind you it all starts with your sink. www.flylady.net.

If it isn't fun, it won't get done.

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Daily/Every Other Day

Estimated Time: 1 min.

Polish Faucets

It makes all the difference in how clean your kitchen looks.

If it isn't fun, it won't get done.

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Daily/Every Other Day

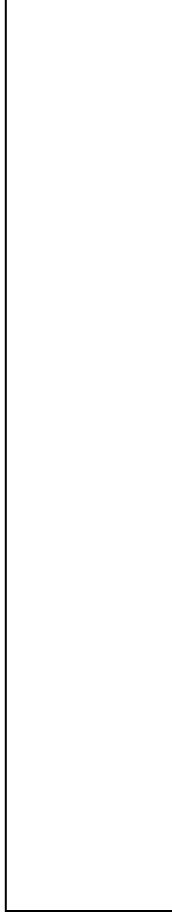
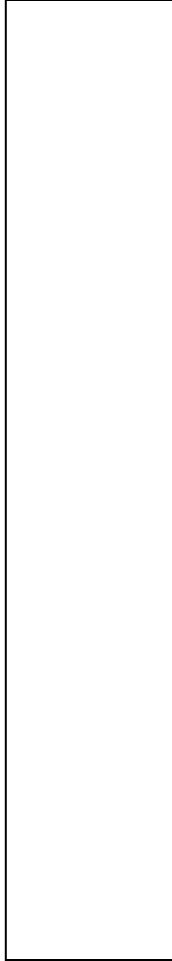
Estimated Time:

Wash Window Over Sink

Of all the windows, this one gets the most splashes of eeeyou, you know!

If it isn't fun, it won't get done.

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Daily/Every Other Day

Estimated Time:

Wash Countertops

You can't clean surfaces unless you have them!

If it isn't fun, it won't get done.

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Daily

Estimated Time:

Wash Pots and Pans

Put them away too.

If it isn't fun, it won't get done.

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Daily

Estimated Time:

Prepare Meals

On busy days use a crockpot. Give yourself 45 prep time for most meals. Clear counters before eating.

If it isn't fun, it won't get done.

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Daily/Every Other Day

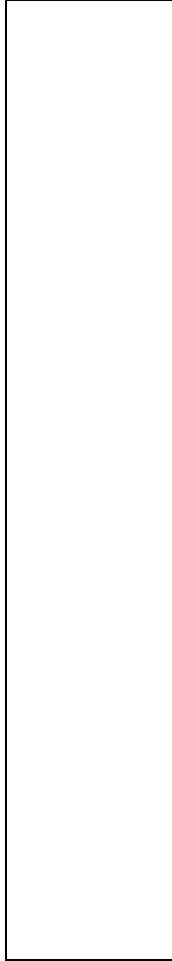
Estimated Time:

Sweep/Damp Mop Floor

Daily, unless you have a dog that keeps up the floor on a regular basis. You can put a little dog kibble in the corners and the dog will do a nice job cleaning them.

If it isn't fun, it won't get done.

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Daily

Estimated Time:



If it isn't fun, it won't get done.

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Daily/Every Other Day

Estimated Time:

Clean Tub



When you take a bath, use bubbles and you won't have a ring to clean. Calgene helps too.

If it isn't fun, it won't get done.

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Pick it up, don't pass it up,
then put it away

Daily/Every Other Day

Estimated Time:

Empty Garbage/Clean Under Sink



After you take the garbage out, wipe under the sink before you put the container back.

If it isn't fun, it won't get done.

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Daily/Every Other Day

Estimated Time:

Clean Sink --Bathroom



To avoid a stinky sink take one minute to put a little cleanser in the sink and swish it with a rag.

If it isn't fun, it won't get done.

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Pick it up, don't pass it up,
then put it away

Daily/Every Other Day

Estimated Time:

Clean Toilet

Keep a toilet brush and cleanser nearby and swish and flush.

If it isn't fun, it won't get done.

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Daily

Estimated Time:

Squeegee Shower Stall

You will really cut down on icky mold by doing this as well as leaving your fan in the bathroom on for an hour after you shower.

If it isn't fun, it won't get done.

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Daily/Every Other Day

Estimated Time:

Make Bed

If you turned your bed into a centerpiece you'd want to make it every day.

If it isn't fun, it won't get done.

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Daily/Every Other Day

Estimated Time: 5 min.

Make Bed

If you turned your bed into a centerpiece you'd want to make it every day.

If it isn't fun, it won't get done.

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Empty rectangular box for notes.

Empty rectangular box for notes.

Daily

Estimated Time:

Living Room/Family Room/Dining

Pick up and put away all messes you've made today. If you have to sing "Clean up, clean up, now it's time to clean up," sing it.

If it isn't fun, it won't get done.

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Daily

Estimated Time:

Sort Mail

If it isn't fun, it won't get done.

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Daily/Every Other Day

Estimated Time:

Balance Checkbook

If it isn't fun, it won't get done.

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Daily

Estimated Time:

Feed Pets

If it isn't fun, it won't get done.

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Empty rectangular box for notes or additional information.

Empty rectangular box for notes or additional information.

Daily

Estimated Time:

Set Table



If it isn't fun, it won't get done.

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Daily/Every Other Day

Estimated Time:

Study



If it isn't fun, it won't get done.

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Daily

Estimated Time:

Read



If it isn't fun, it won't get done.

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Daily/Every Other Day

Estimated Time:

If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:

Wash Canisters/Knick-Knacks

Just empty canister contents into bowls and put canisters through the dishwasher. Glass or ceramic kitchen knick-knacks can get a veneer of grease on them in less than a month. If they can stand the dishwasher, great, but you can soak them in a little mild detergent and the gunk will melt away.

If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:

Kitchen Wash/Polish Woodwork

My cabinetmaker advised me to use plain ol' Pledge on my cabinets and woodwork. I divided my kitchen into four quadrants and weekly I do a quadrant so all my wood in the kitchen gets a Pledge hit once a month. My kitchen is three years old and the wood is just beautiful.

If it isn't fun, it won't get done.

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Weekly

Estimated Time:

Wash Kitchen Floor

Once a week get down on your knees for the floor in the kitchen. A great time to say your prayers while you're down there.

If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:

Clean Toaster/Can Opener

If it isn't fun, it won't get done.

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Monday

Tuesday

Weekly/Every Other Week

Estimated Time:

Bleach Cutting Board



If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:

Clean Drip Pans and Rims of Range



Soak in ammonia and water for 30 minutes. SOS is great for getting hard stuff off of metal rims. Why don't you go soak in a nice bubble bath while your drip pans and rims are soaking?

If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:

Clean Inside Microwave



If you put a bowl of water in the microwave and turn on high for one minute, the steam will loosen the dried on gunk.

If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:

Clean Shower Stall



If it isn't fun, it won't get done.

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Wednesday

Thursday

Weekly/Every Other Week

Estimated Time:

Wash Bathroom Mirrors



If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:

Wash Bathroom Floor



If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:

Clean Brushes and Combs

Run them through the dishwasher.



If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:

Polish Bathroom Countertops



If it isn't fun, it won't get done.

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Friday

Saturday

Weekly/Every Other Week

Estimated Time:

Church



If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:

Dust/Polish Living Room Furniture



If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:

Wash Windows Inside

At least paper towel and Windex finger prints and smudges.



If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:

Dust Picture Frames



If it isn't fun, it won't get done.

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Sunday

Weekly/Every Other Week

Estimated Time:

Shake/Vacuum Living Room Area Rug



If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:

Shake/Vacuum Bedroom Area Rugs



If it isn't fun, it won't get done.

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Weekly

Estimated Time:

Pay Bills



If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:



If it isn't fun, it won't get done.

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Weekly

Estimated Time:

Children's Lessons

If it isn't fun, it won't get done.

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Weekly

Estimated Time:

Candlelight Dinner

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Weekly

Estimated Time:

Husband's Regular Commitments

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Weekly

Estimated Time:

Your Regular Commitments

If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:

Breakfast Out



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Weekly/Every Other Week

Estimated Time:

Bake



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Weekly/Every Other Week

Estimated Time:

Polish Shoes



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Weekly

Estimated Time: 10 min. per load

Laundry



Laundry is a four-part process: wash, dry, fold, PUT AWAY.

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Weekly/Every Other Week

Estimated Time:

Wash Hand Washables



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Weekly/Every Other Week

Estimated Time:

Mend/Iron



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Weekly/Every Other Week

Estimated Time:

Clean Laundry Room Floor



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Weekly/Every Other Week

Estimated Time:

Plan Menus



If you skip lunch and plan menus your hunger will help you think up delicious combinations. Go to www.flylady.net and buy Saving Dinner great book for menu planning.

If it isn't fun, it won't get done.

www.makeitfunanditwillgetdone.com

www.shesintouch.com

www.flylady.net

Weekly

Estimated Time:

Make Grocery List



If it isn't fun, it won't get done.

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Weekly

Estimated Time:

Water Plants



If it isn't fun, it won't get done.

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Weekly

Estimated Time:

Clean Bird/Hamster/Reptile Cage



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Weekly

Estimated Time:

Clean Aquarium



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Weekly

Estimated Time:

Change Kitty Litter



If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:

Patio (clean and sweep)



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Weekly/Every Other Week

Estimated Time:

Sweep Porch and Walks



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Weekly

Estimated Time:

Mow Lawn



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Weekly/Every Other Week

Estimated Time:

Clean Out Car



If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:

Wash Car



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Weekly/Every Other Week

Estimated Time:

Fun Shopping



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Weekly/Every Other Week

Estimated Time:

Lunch Out



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Weekly/Every Other Week

Estimated Time:

Hobbies

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Weekly/Every Other Week

Estimated Time:

Manicure

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Weekly/Every Other Week

Estimated Time:

Pedicure

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Weekly/Every Other Week

Estimated Time:

Dinner Out

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Weekly

Estimated Time:

Vacuum Living Room

Turn up the music and dance with your vacuum cleaner.

If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:

Dust/Polish Furniture Living Room

If it isn't fun, it won't get done.

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Weekly

Estimated Time:

Vacuum Bedroom

Turn up the music and dance with your vacuum cleaner.

If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:

Dust/Polish Furniture Bedrooms

If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:

Wash Inside Windows Bedrooms

At least paper towel and Windex finger prints and smudges.

If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:

Wash Inside Windows Living Room

At least paper towel and Windex finger prints and smudges.

If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:

Dust Picture Frames Bedrooms

If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:

Dust Picture Frames Living Room

If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:

Wash Mirrors Bedrooms



If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:

Cobwebs Bedrooms



If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:

Wash Mirrors Living Room



If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:

Cobwebs Living Room



If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:

Dust Lampshades Bedrooms



If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:



If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:

Dust Lampshades Living Room



If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:



If it isn't fun, it won't get done.

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Monthly/Every Other Month

Estimated Time:

Clean Inside Oven

If you don't want the smoke alarms going off every time you pre-heat, clean at least once a month.

If it isn't fun, it won't get done.

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Monthly/Every Other Month

Estimated Time:

Clean Refrigerator

Which is better? Unscrew the light in the fridge so guests who help you in the kitchen won't see how ugly it is in there, or clean it out once a month and have a fresh smelling fridge to live with?

If it isn't fun, it won't get done.

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Seasonally

Estimated Time:

Defrost Freezer

Don't let getting into your freezer be a walk down memory lane. If you defrost your freezer in the winter and it's cold where you live, just put your frozen food outside until you get your freezer defrosted and cleaned.

If it isn't fun, it won't get done.

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Monthly/Every Other Month

Estimated Time:

Clean Outside of Freezer

If it isn't fun, it won't get done.

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Monthly/Every Other Month

Estimated Time:

Inventory Frozen Food



If it isn't fun, it won't get done.

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Monthly/Every Other Month

Estimated Time:

Re-organize Cupboards/Drawers

If you count all the drawers in your kitchen and then divide the number by four that will give you the number of drawers to re-organize every quarter or at the turn of each season. You'll want to empty them, wash the shelves and change shelf paper if you use it.



If it isn't fun, it won't get done.

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Monthly/Every Other Month

Estimated Time:

Clean Kitchen Fan



If it isn't fun, it won't get done.

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Seasonally

Estimated Time:

Paint/Wash Kitchen Walls/Ceilings



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Seasonally

Estimated Time:

Wash/Dry Clean Kitchen Curtains



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Monthly/Every Other Month

Estimated Time:

Clean Kitchen Light Fixtures



If it isn't fun, it won't get done.

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Monthly/Every Other Month

Estimated Time:

Clean telephone



Clean more often than monthly if your family is sneezing and coughing.

If it isn't fun, it won't get done.

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Monthly/Every Other Month

Estimated Time:

Wash Shower Curtain



If it isn't fun, it won't get done.

www.makeitfunanditwillgetdone.com

Monthly/Every Other Month

Estimated Time:

Wash Kitchen Area Rugs



If it isn't fun, it won't get done.

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Monthly/Every Other Month

Estimated Time:

Wash/Dry Clean Bedroom Curtains



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Seasonally

Estimated Time:

Wash Outside Windows



If it isn't fun, it won't get done.

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Seasonally

Estimated Time:

Wash/Paint Living Rm Walls/Ceiling



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Monthly/Every Other Month

Estimated Time:

Clean/Polish Tile

(You need to make cards for every room where you have tile.)



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Monthly

Estimated Time:

Clean Organize Cupboards and Drawers

Bathroom cupboards and drawers can be divided into quadrants so every month a section gets a thorough cleaning and reorganizing.



If it isn't fun, it won't get done.

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Monthly/Every Other Month

Estimated Time:

Clean/Polish Living Room Woodwork



If it isn't fun, it won't get done.

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Monthly/Every Other Month

Estimated Time:

Clean/Organize Closets and Drawers

Divide up the bedroom and closets into four quadrants and continually work around rather than try to do it in one day. Your brat will want to bust out and go to the zoo or something.



If it isn't fun, it won't get done.

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Monthly/Every Other Month

Estimated Time:

Wash Ornaments/Knick Knacks

Living room décor is often just dusted and needs cleaning with some appropriate cleaning solution.

If it isn't fun, it won't get done.

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Monthly/Every Other Month

Estimated Time:

Living Rm Curtains/Drapes (wash/dry clean)

If it isn't fun, it won't get done.

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Monthly/Every Other Month

Estimated Time:

Move Furniture (vacuum under)

Give your living room a new look just by moving furniture around.

If it isn't fun, it won't get done.

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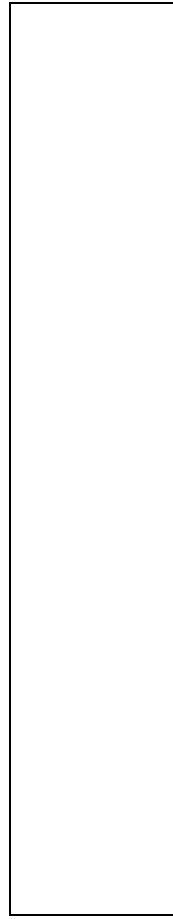
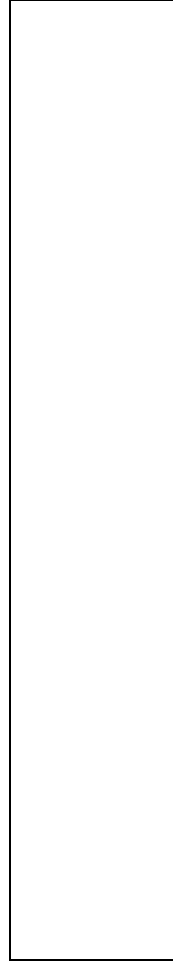
Seasonally

Estimated Time:

Clean/Paint Living Room Walls

If it isn't fun, it won't get done.

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Monthly/Every Other Month

Estimated Time:

Clean Fireplace

Rent dump truck for ashes.

If it isn't fun, it won't get done.

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Monthly/Every Other Month

Estimated Time:

Clean Under Bed

Who knows what you'll find???

If it isn't fun, it won't get done.

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Monthly/Every Other Month

Estimated Time:

Write Letters

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Monthly

Estimated Time:

Family Council

If it isn't fun, it won't get done.

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Monthly/Every Other Month

Estimated Time:

Wash Mattress Pad and Blankets



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Monthly/Every Other Month

Estimated Time:

Clean Laundry Room Shelves



If it isn't fun, it won't get done.

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Monthly/Every Other Month

Estimated Time:

Bathe Dog



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Monthly

Estimated Time:

Fertilize Plants



If it isn't fun, it won't get done.

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Monthly/Every Other Month

Estimated Time:

Flip Mattress

Flip mattress at least every other month, unless you have one of those space-age foam deals on your bed or the kind of mattress that doesn't need flipping.

If it isn't fun, it won't get done.

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Monthly/Every Other Month

Estimated Time:

Clean Purse

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Monthly

Estimated Time:

Fingerprints On Light Switches

If it isn't fun, it won't get done.

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Monthly/Every Other Month

Estimated Time:

If it isn't fun, it won't get done.

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Empty rectangular box for notes.

Empty rectangular box for notes.

Monthly/Every Other Month

Estimated Time:

Clean Living Room Light Fixtures



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Monthly/Every Other Month

Estimated Time:

Clean Dining Room Light Fixtures



If it isn't fun, it won't get done.

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Monthly/Every Other Month

Estimated Time:

Clean Bedroom Light Fixtures



If it isn't fun, it won't get done.

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Monthly/Every Other Month

Estimated Time:

Clean Bathroom Ceiling Fan



If it isn't fun, it won't get done.

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Monthly/Every Other Month

Estimated Time:

Clean Bedroom Light Diffusing Bowls

That's another name for bug cemetery.

If it isn't fun, it won't get done.

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Monthly/Every Other Month

Estimated Time:

Clean Living Room Light Diffusing Bowls

If it isn't fun, it won't get done.

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Monthly/Every Other Month

Estimated Time:

Clean Bathroom Light Diffusing Bowls

If it isn't fun, it won't get done.

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Monthly/Every Other Month

Estimated Time:

If it isn't fun, it won't get done.

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Seasonally

Estimated Time:

Shampoo Carpet

If it isn't fun, it won't get done.

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Seasonally

Estimated Time:

If it isn't fun, it won't get done.

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Seasonally

Estimated Time:

Dust High Places/Ledges

If it isn't fun, it won't get done.

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Seasonally

Estimated Time:

Repot Plants

If it isn't fun, it won't get done.

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Seasonally

Estimated Time:



If it isn't fun, it won't get done.

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Seasonally

Estimated Time:



If it isn't fun, it won't get done.

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Seasonally

Estimated Time:



If it isn't fun, it won't get done.

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Seasonally

Estimated Time:



If it isn't fun, it won't get done.

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Daily/Every Other Day

Estimated Time:



If it isn't fun, it won't get done.

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Daily/Every Other Day

Estimated Time:



If it isn't fun, it won't get done.

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Daily/Every Other Day

Estimated Time:



If it isn't fun, it won't get done.

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Daily/Every Other Day

Estimated Time:



If it isn't fun, it won't get done.

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Monthly/Every Other Month

Estimated Time:



If it isn't fun, it won't get done.

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Monthly/Every Other Month

Estimated Time:



If it isn't fun, it won't get done.

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Monthly/Every Other Month

Estimated Time:



If it isn't fun, it won't get done.

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Monthly/Every Other Month

Estimated Time:



If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:



If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:



If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:



If it isn't fun, it won't get done.

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Weekly/Every Other Week

Estimated Time:



If it isn't fun, it won't get done.

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Annually

Estimated Time:



If it isn't fun, it won't get done.

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Annually

Estimated Time:



If it isn't fun, it won't get done.

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Annually

Estimated Time:



If it isn't fun, it won't get done.

www.makeitfunanditwillgetdone.com

Annually

Estimated Time:



If it isn't fun, it won't get done.

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Additional Lists for 3x5 Make It Fun & It Will Get Done Cardfile System

Christmas Activities List

- Buy Christmas presents *
- Buy Christmas cards
- Address Christmas cards
- Write Christmas letter ONLY if you are a good writer and NO BRAGGING!
- Start baking
- Wrap presents for mailing
- Mail Christmas cards and letters
- Mail packages
- Make Christmas decorations
- Get the tree
- Plan Christmas menu
- Put up house lights
- Decorate tree
- Decorate house
- Take children shopping
- Christmas caroling
- Work on church program
- Help plan kids' party at school

*If while buying a person's birthday present you also bought their Christmas present, you'd have that person taken care of for Christmas and you wouldn't have that annual crunch when you hear, "Only five more shopping days 'til Christmas."



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What I Love

Being with my husband
Talking to my kids
Playing with my grandchildren
Napping
Sitting in the shade on a sunny day
The smell of freshly cut grass
Seventy-five degree weather
Puppies
Long walks in the country
The sound of those sprinklers that jerk around
Baby any things
Christmas music
Broadway music
Cooking
A fresh hot cup of coffee in the morning
Eating in a restaurant
Singing in a group and harmonizing
Window-shopping
Playing the piano
The Ballet
Gershwin's "Rhapsody in Blue"
Reading a good novel
A crackling fire on a cold night or day
Dancing
Baked potato
Parties
Going barefoot
Having a barbecue

Now you make YOUR list.



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Fifteen-minute fun things—you get two per day

In the workplace people get a couple coffee breaks a day-- these are the equivalent for working at home.

- Call a favorite person
- Have a relaxing cup of tea
- Play in the garden
- Go for a short walk
- Get fresh air
- Look at old photos
- Take pictures
- Write a letter or e-mail to a friend far away
- Play a musical instrument
- Sing
- Dance
- Nap
- Do a crossword puzzle
- Do a jigsaw puzzle
- Knit, crochet or do needlepoint
- Play with your children
- Daydream
- Read something funny
- Read a magazine
- Think about your favorite vacation

Now make YOUR list.



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Jobs for Kids

Your three-year-old child can do these chores:

- Brush teeth
- Comb hair (will need help)
- Get dressed, put away pajamas
- Make bed (will need help)
- Fold clothes (washcloths and small articles)
- Empty dishwasher (will need help)
- Clear meal dishes
- Empty wastebaskets
- Pick up toys before bed

Your five-year-old child can do all of the above chores plus:

- Set the table
- Clean bathroom sinks
- Help clean and straighten closet and drawers
- Feed pet (if it doesn't require opening a can)
- Dust furniture in room
- Vacuum room
- Help put groceries away

Your seven-year-old child can do all of the above chores plus:

- Empty garbage
- Sweep walks
- Help in the kitchen before and after dinner
- Help make lunch for school
- School homework
- Clean out car
- Music lessons



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Your eight-year-old child can do all the above chores plus:

- Wash bathroom mirrors
- Wash windows
- Wash floors with small areas
- Polish shoes
- Laundry
- Iron

As your children grow, more responsibility can be given to them. Use your judgment when assigning these jobs:

- Wash car
- Mow lawn
- Yard work
- Prepare meals
- Paint
- Clean refrigerator
- Grocery shop

Your children should leave your home as adults knowing how to:

- Do laundry
- Iron a blouse or shirt
- Prepare nutritious meals
- Change a tire
- Balance a checkbook
- Make and stick to a budget
- Invest
- Save



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Entertainment Check List

(Revise to fit your needs.)

- Make a menu
- Yard work
- Refreshment supplies
- Clean BBQ grill

DAY OF

- Clean deck
- Check entry inside and out/ sweep sidewalk
- Plan what time dinner will be served, then back-time when to start cooking each item
- Check ice quantity
- Vacuum living room
- Dust living room
- Pledge table
- Check guest bath
- Wipe down refrigerator and micro doors
- Set table

HALF HOUR BEFORE ARRIVAL

- Music
- Fire
- Candles
- Set up bar
- Start BBQ
- Wash cook top
- Sweep kitchen floor

Travel checklist (Revise to fit your needs.)

- Book hotel
- Book flights---

PDX _____	Destination _____	mileage plan # _____
Destination _____	PDX _____	AIRLINE _____
		AIRLINE _____

- Ground Transportation to hotel from airport
- Passport/Visa
- How are you paying for this trip?



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Three weeks before

Set up ground transportation if you aren't going to park at the airport phone _____

Check medicine quantities and order if needed _____

Stop mail (get form) _____ Stop paper _____ phone _____

Film for cameras

Foreign currency ???

One week before

Arrange for someone to water plants

Notify _____ how to contact us

Pay bills, put money in accounts

Laundry

Special clothin

The day before

Lights on timers in house

Cash, travelers checks PIN #s

Charge batteries...cameras,
toothbrush, razor

Gas in car

Phone numbers we might need
while on trip

Medicines, vitamins, aspirin

Laptop/power wire

Books

Magazines

Shoes for bike riding, walking

Sandals/ thongs

Warm socks for flight

Hair drier shampoo and
conditioner

"Wet clothes" bag for coming
home

Toothbrush

Camera

Razor and charger

Turn off fireplace pilot lights

SET AND CHECK ALARM CLOCK

Departure day

**PASSPORTS, TICKETS (flights, transfer, hotel), MEDS, SUNBLOCK,
CHAPSTICK, SUNGLASSES, SUN HAT**

Vacation temperature on thermostat 55 degrees

Garbage out



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Post Trip

Thank you cards Unpack and put luggage in storage

The following is a guide to having monthly family meetings and includes important dates and lists you will want to program into your system.



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January - Fresh Starts

- 1 New Years Day
- 1 Make a list of all birthdays, anniversaries and special events for the year.
Decide how much you'll spend on gifts.
Put each birthday and anniversary reminder in your planner one month before the actual date.
- 1 Post your New Year's resolutions so you and your brat can be reminded of your intentions.
- 1 Put all school, club, church etc activities for the year into your planner.
- 1 Take the Christmas tree down if you put one up.
- 15th Start planning for Valentines Day party.
Take down outside holiday lights.
Play in snow.
Start gathering income tax information.
Super Bowl party plans.
Plan President's Day for next month.
Spring vacation plans.
Make plans for Martin Luther King Day.
Start planning a summer vacation.
- 25 Check next month's family calendar.
Have a family meeting.

January Family Meeting

Agree on a day for a regular monthly meeting.

Set priorities for spending money and decide on allowances for the children.

Set new rules for home (See I'm OK, but You Have a lot of Work to do by Pam Young and Peggy Jones only available on www.shesintouch.com).

Establish routines for family so everyone knows what to expect at any given time. Base your routines on YOUR priorities. Schedule your routines in your planner and post the schedule on a family calendar. Also insist each member of the family place appointments, events and deadlines on the family calendar.



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February-Romance

Muharram

Ash Wednesday

Chinese New Year

President's Day

Plan garden and put things to do into planner according to where you live and the weather.

Clean and defrost freezer. (Put food outside if cold Enough.

Martin Luther King Day

14 Valentines party

Do you need dental appointments?

Plan Easter activities.

Continue gathering income tax information.

25 Check next month's family calendar.

27 If you think you'll get money from IRS complete your taxes now.

Have a family meeting.

February Family Meeting

Hand out a "What I love" paper and have each family member make a list of what they love.

Read a passage from a sacred or inspirational book about love.

Go around the table having each family member say to each one "I love the way you _____."

Brainstorm and make a list of "ways to make love visible."

Agree on a weekly family dinner night.

Remind everyone about next month's theme.

Private meeting with your mate



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Schedule one quarterly get away for you and your mate. Make a “date idea list” of romantic things you can do for under a certain dollar amount.

Schedule one weekly night with your mate and enter on family calendar for the next three months.

Go over the “50 gifts for marriage” list. (see below)



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March - Dreams to goals

- Purim
- Baha'i New Year (Naw Ruz)
- Easter
- St Patrick's day
- 1 Start completing income tax forms.
Finalize summer vacation plans.
Freshen house interior décor to reflect season.
Think up a good April Fools joke... (if you joined 365 on www.thebratfactor.com site you'll get ideas).
Go fly a kite.
- 25 Check next month's family calendar.
Have a family meeting.

March Family Meeting

Make a list of all the things you and your family wants to accomplish in the next year and rank goals as family.

Decide on top 3-5 and put on family calendar for all to see.

Gather stack of old magazines, have family cut out pictures that symbolize goals and put them in a folder to look at often.

Discuss the difference between dreams and goals. It's paper!

Discuss the difference between a goal on paper and an accomplished goal. It's action!

Schedule deadlines for action steps to achieve goals.

Discuss ways your family can help individual members achieve their goals.



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April - Making A Better Place to Live

- Passover
- Earth Day
- Complete your income tax forms.
- 10 Mail your taxes.
- Start thinking about special things to do with kids during the summer months.
- Memorial Day plans (flags at cemetery).
- Put away winter clothes and get out spring clothes.
- Schedule six-month dental appointments.
- Take snow tires off depending on weather and state laws.
- Get out picnic table, lawn chairs etc depending on weather.
- Make Mother's Day plans.
- Think of cards or gifts for teachers for the end of the school year.
- Check summer school classes and activities.
- Install new batteries in smoke detectors.
- 25 Check next month's family calendar.
- Have a family meeting.



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April Family Meeting

Take “This is the Way We Live” photos or video of each room in your home.

Show the video and let your family identify the “nests” and figure out what they have in common. Discuss how the family would *like* the photos/video to look.

Ask for suggestions about what you would have to do to change how your home looks and keep it that way. Plan a family de-junking weekend with a “Drop-off junk-celebration pizza.”

Choose from various charity groups and discuss how fun it will be and how much those with very little will appreciate what is given. Hand out produce boxes to pre-gather clothes, toys, books, games, etc.

Agree to take “This is the New Way We Live” photos after the de-junking weekend to show at the May meeting.

Schedule a family “Spruce Up the House Hour” explaining lick-and-a promise cleaning and put it in your planner for once a week.



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May - Recreation, Fun and Laughter

- Orthodox/Greek Easter
- Declaration of the Bab
- Memorial Day
- Ascension of Baha'u'llah
- 5 Cinco de mayo
 - Make sure you are prepared for end of school.
 - Get sunscreen and mosquito repellent.
 - BBQ clean? Check supply of propane or briquettes.
 - Mother's Day
 - Make Father's Day plans.
 - Plan July 4th party.
- 25 Check next month's family calendar
 - Have a family meeting.

May Family Meeting

Bring your local newspaper's entertainment section, TV guide, telephone book, chamber of commerce packet (climb the mountain closest to home).

Plan family gathering, picnics, parties, reunion. Plan vacation, set date, put on calendar and in planner. (Seek out vacations that cater to families and entertain the kids during the day, such as dude ranches, snow skiing, etc.)

Plan one activity weekly involving immediate family. Make a list of favorite movies. Keep it in planner.

Make a list of major and minor fun events and schedule tentative dates.

Show pictures you took last month of your home.



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June-Appreciation

Shavuot

Schedule back to school physicals and dental appointments for children

Celebrate Flag Day

Father's Day

25 Check next month's family calendar

Get pets on flea prevention.

June Family Meeting

Hold the meeting outside and appreciate the yard and garden in the newness of summer.

Start an alphabetical "I'm Thankful For" list and go around the table filling up the page (everyone has to think of a blessing for each letter).

Start at zone one and tour your home as if you were thinking of buying it.

Make a list of the positive things about your house and then make a list of projects to make it better.

Schedule a "Weekend Family Fix-a-thon" (put it on the family calendar and in your planner).

Pass out thank you notes, have everyone write them (or color a picture), seal them, and pass them around the table for reading privately.



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July - Parents, Kids, Extended Family

July 4th activities

25 Check next month's family calendar

Labor Day plans

Have a family meeting

July Family Meeting

Before the meeting, make a list of extended family members, add to list at meeting, and rate each person on the list A,B,C.

Discuss what the family will do throughout the year to make a closer family.

Make decisions and put them on the family calendar and in your planner.

Schedule one-on-one time with members of family.

Set up rotating schedule for kid-of-the-month, discuss possible privileges for that child.

Plan work on kid's rooms.



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August - Community Involvement

- 25 Do you need dental appointments?
Check next month's family calendar.
Shop for back to school clothes and supplies.
Have a family meeting.
Mark Labor Day.

August Family Meeting

Bring to the table a collection of community needs. (Your church or club probably already has an outreach program in place that you can discuss.)

Choose a cause for the next 12 months. Explain that each of you will be sharing your time, talent and money.

Discuss how you will help as a family and individually. Choose a day of the month to serve your cause and put it on the family calendar and in your planner.

Keep a section in your planner for your cause and keep a journal of your activities.

Discuss your views on political issues.

Vote (Put elections on calendar.)



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September -Finances

- Start planning for holidays
- Summer clothes away, winter clothes out depending on weather.
- Plan Thanksgiving dinner.
- Put away picnic table, lawn chairs etc. depending on weather.
- Freshen house interior décor to reflect season.
- Think about veterans to honor Nov 11.
- Make Columbus Day plans.
- Think about Halloween costumes.
- 25 Check next month's family calendar
- Have family meeting

September Family Meeting

Discuss a savings plan and give each child a piggy bank. Discuss ways to see progress (posted graph, put on family calendar).

Make peace with the past. Talk about how clutter is a definite sign there is enough.

Set date for garage sale and put on calendar NOW!



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October - Health and Beauty

Ramadan
Rosh Hashanah
Yom Kippur
Veteran's Day

Sweetest Day (non-romantic love day)

Columbus Day

Schedule dental appointments before the end of year to take advantage of dental plan benefits.

Start buying gifts for the holidays.

Buy trick or treat items—do not eat...they are for trick or treaters.

Make plans to do something special for a veteran.

Make and freeze cookie dough for the holidays.

Start addressing cards for holidays.

Keep preparing for Thanksgiving and the holiday.

21 Change batteries in smoke detectors.

25 Check next month's family calendar.

Have family meeting.

Day before Halloween double check costumes and treats.

31 Halloween

October Family Meeting

Discuss how your daily routine affects your health and beauty.

Brainstorm about how routines could be changed to make life better.

Discuss the importance of getting enough sleep.

Adopt the "15 minutes earlier rule" adjusting bedtime and wakeup times.

Discuss in what areas you feel stressed and brainstorm for ways to lessen that stress.

Go over the items in your first aid kit and remind everyone where it will be kept in case of an emergency.



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Go over an escape plan in case of fire (put it on the calendar to check smoke detector batteries each time daylight savings time is changed).

Discuss how everyone can exercise together and individually (put it on the daily routine).

Get a good daily vitamin and remember to take it (put it on the daily routine).

Check out the possibility of joining a health club.

Schedule a monthly massage.

Schedule a chiropractic adjustment quarterly.

Choose a simple hairstyle that you can fix easily.

Schedule a month hair appointment (choose a salon where there are enough stylists so the kids can all get clipped at the same time).

If anyone in the family is overweight, agree that everyone in the family is on the same diet, everyone eats five servings of fruit and vegetables a day and everyone cuts the fat.

Schedule six-month dental exams.

Schedule yearly physicals.

Beautify your home and your workplace with healthy plants.

Subscribe to one well-rounded magazine that will keep you current on wardrobe and decorating styles.



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November – Hospitality, Friendship and Giving

- All Saint's Day
- All Soul's Day
- Dia de los AMuertos
- Diwali
- Eid al-Fitr
- Veteran's Day
- Thanksgiving
- Plan holiday party/meals
- Give leftover trick or treats to foster homes---do not eat them yourself.
- Mail holiday cards.
- Plan for New Years Eve, Kwanzaa, Hanukkah.
- Start wrapping presents.
- 10 Mail overseas holiday gifts including to our troops.
- Put up outside holiday lights.
- Write clever, funny, non-bragging holiday letter
- 25 Check next month's family calendar
- Have family meeting

November Family Meeting

Bring a list of friends you'd like to invite to a wedding. It could be the same list of family from July list. Add to list, rate people A, B, C and plan to have "A"s over each quarter.

Plan gift buying throughout the year to take advantage of bargains.

Look at your entertaining wares with new eyes.

Inventory as if you were getting married (upgrade your stuff throughout the year).

Pick a theme for Christmas gifts and order all at the same time.

Discuss who to send Christmas cards to.



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December - Spiritual and Personal Growth

- Christmas
- Bodhi Day
- Immaculate Conception of the Blessed Virgin Mary
- Chanukah
- Kwanzaa
- Mail stateside holiday gifts.
- Deck the halls.
- Buy or cut your Christmas tree.
- Decorate the tree
- Take children to see Santa.
- Water Christmas tree daily (put daily routine)
- Take children shopping so they can buy presents—by 15th
- Go caroling.
- Have children make cards and visit senior center.
- Holiday tips for hairdresser, garbage man, newspaper delivery and others.
- Make list of New Year's resolutions.
- 25 Check next month's family calendar (Merry Christmas.)
- Have family meeting.

December Family Meeting

For this meeting have beautiful music softly playing in the background. Have everybody write their spiritual and personal resume including education, work experience, skills, honors, activities and character references (pretend you want to be hired by God).

Discuss how the resumes could be improved (identify the weak spots).

Discuss what would happen if everyone decided to do more than his/her share of the work (test that idea throughout the month and report back).

Discuss what would happen if everyone used down time to count his/her blessings (test that idea throughout the month and report back).

Hand out "Ask the Right Questions" page.



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Pray together for bosses, co-workers, teachers, neighbors, clergy, world leaders and our country, as well as our community.

Ask everyone to keep a prayer journal sharing answered prayers monthly.

Suggest listening to educational and inspirational tapes while exercising and community.

Make a family commitment to become lifelong learners experimenting with new approaches and ideas (resisting the temptation to read only what we already believe).

Elect a "Family Librarian" to feature a book-of-the-month (following the monthly theme).

End the meeting by reading Ralph Waldo Emerson's words about success: "To laugh often and love much; to win the respect of intelligent people and the affection of children, to earn the approval of honest critics and endure the betrayal of false friends; to appreciate beauty; to find the best in others; to give of one's self; to leave the world a bit better, whether by a healthy child, a garden patch, or a redeemed social condition; to have played and laughed with enthusiasm and sung with exultation; to know even one life has breathed easier because you have lived....this is to have succeeded."



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Family Questionnaire

- What is your favorite restaurant?
- What is your favorite flavor of ice cream?
- What is your favorite nut?
- What is your favorite candy?
- What is your favorite vegetable?
- What is your favorite television channel?
- What is your favorite television show?
- What is your favorite holiday?

Put these in order of preference for movies:

Comedy/Adventure/Romance/SciFi

- Who is your favorite female actress?
- Who is your favorite male actor?
- Who is your favorite author?
- What is your idea of fun?
- What is your favorite kind of music?
- What is your favorite thing to wear?
- What is your pants size?
- What is your dress size?
- What is your shoe size?



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Financial Quiz

- Do you have enough money?
- Are you spending enough time with your family and friends?
- Do you come home from your job full of life?
- Do you have time to participate in things you believe are worthwhile?
- If you were laid off from your job, would you see it as an opportunity?
- Are you satisfied with the contribution you have made to the world?
- Are you at peace with money?
- Does your job reflect your values?
- Do you have enough savings to see you through six months of normal living expenses?
- Is your life whole? Do all the pieces –your job, your expenditures, your relationships, your values—fit together?

Ask The Right Questions

Pick out of these or think up your own five questions you can ask yourself every morning this month. Print the questions on a 3x5 card or put in your Make It Fun & It Will Get Done Software Planner and get them into your routine.

- What am I most happy about in my life right now?
- What am I really excited about right now?
- What am I really grateful for right now?
- What could I do today that would make today more fun than ever before?
- What could I do today that would create a break-through in my home?
- What could I do today to connect more with my family members?
- What's going to happen today that's going to make me feel total pleasure?
- Who am I going to see today who will make me laugh?
- What will I see today that I have never seen before?
- What wonderful thoughts am I going to think today that I've never thought before?
- What fabulous lesson will I learn today, without going through a negative experience to learn it?



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Terry's List

- | | |
|-------------------|--|
| Fall | Check fireplace flue
You probably need a chimney sweep to do this.
You don't want buildup or obstructions in the flue or chimney that can cause chimney fires. |
| Annually | Drain water heater to get rid of sediment
Check water temperature |
| Annually | Mammogram |
| Annually | Pap smear |
| Every other month | Clean or change heat/ac filter in house |
| Every other month | Clean or change water filter in refrigerator |
| Fall | Check insulation around windows and doors
During winds run your hands around door and windows. If you feel drafts you need to check the insulation and fix leaks. |
| Fall | In the fall check to make sure your gutters and downspouts are not clogged up. BE CAREFUL if you have to get up on a ladder. |
| Fall | Drain the gas from all engines you won't be using (mower/boat/ etc) over the winter. This includes lawn mower, weedeater, leaf blower, boat, tractor. |
| Fall | If you have limbs close to your house you might want to have them trimmed so they don't break off |



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during a winter windstorm and do damage to your house.

- Fall Get out your winter supplies and clothes, stock up on food, put away lawn furniture, garden tools and all summer things in garage.
- Fall Open the flue so when you start your first fire the smoke doesn't fill your room. You don't want to keep it open all the time if cold winter winds happen to blow down the chimney and into your house.
- Fall Before the first freeze disconnect hoses and put them away. Put on bib protectors to prevent frozen pipes.
- Fall Fall is a good time to do this. Not as many people will be tracking in dirt now that summer is over.
- Fall Fall is when you take down screens and put up storm windows to be ready for winter.
- Fall Winterize your RV or boat so it is protected from the ravages of winter. It will last longer and be all clean and ready for spring.
- Mid Summer In MID summer start getting school clothes and supplies. In JUNE set up school physicals and dental appointments. Don't wait until the last minute when doctors and dentists are booked up.



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- Monthly Once a month save your valuable information to another drive, a CD or a DVD. It will save you tons of grief if your computer crashes.
- Monthly Check window locks. For your peace of mind walk around the house and check all your windows to make sure they are securely locked. It is easy to open a window, think you have fully shut it when it is really slightly open.
- Monthly Empty computer recycle bin. Frequently when you delete things from your computer they go into the recycle bin. They are still on your hard drive and taking up space. Go to the Recycle Bin and click on the empty command.
- Monthly Clean refrigerator coils. If you dust off the coils on your refrigerator it will be more efficient and save you money. The coils are usually on the back or under the refrig.
- Monthly Replace toilet deodorizer or put new tablets in tank.
- Monthly Check next month's birthday's/ anniversaries/ special events for NEXT month. It will remove the stress of last minute shopping for a card or present. And you'll probably get a gift that is a better choice if you are not under the gun at the last minute.
- Monthly Check all faucets indoors and out for drips
Once a month walk around the house, inside and out, and check all the faucets to make sure they are not dripping. If they are, replace the washers. Save water and save money.



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|---------|---|
| Monthly | Check batteries in clocks |
| Monthly | Check credit card statements for the interest rates. Each time you get a credit card statement look at the bottom to check the interest rate. If it is not on the statement call and find out what it is. Pay off cards with interest rates over 12%. |
| Monthly | Check first aid kit/restock
Take a moment to look in your family first aid kit to make sure it is well stocked. Replace anything you might have used the previous month. |
| Monthly | Check grease trap in/under stove
Most stoves have a grease trap, usually under the stove. Pull it out, wash it out and replace it. It can get pretty yucky if you don't keep on top of it. |
| Monthly | Check medicines/expiration date/reorder
It just takes a moment but could be quite important. Just glance at the expiration dates of all medicines you have in your cabinets, prescribed or over the counter. You want them to be effective. |
| Monthly | Check oil levels in cars
At "service stations" you used to get your oil checked each time you filled up. The health of your engine can depend on the level and condition of your oil. |
| Monthly | Check outside light bulbs
Walk around the outside of your house at night to make sure all the lights are working properly. |
| Monthly | Check toilets for excessive running
Even if it is running slightly a toilet can waste a lot of water. Many times it just takes a slight adjustment to |



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fix it but even if you have to call a plumber you'll save on your water bill.

Monthly

Check tray under refrigerator

Most refrigerators have a tray under them to catch any dripping water. Pull it out. If it has water in it you might have a problem with your refrigerator. If not, wash it and put it back in place.

Monthly

Check washing machine screens in hoses

Usually there are little wire screens in the washing machine hose where it hooks onto the plumbing. The screens catch all kinds of sediment. Cleaning them out allows for a better flow of water. Make sure you tighten the hose down when you put it back on.

Monthly

Clean car windshield

Other than properly operating brakes, a clean windshield is the best thing for safety while driving.

Monthly

Clean computer fan

Vacuum it or simply blow the dust off the fan. If it has really built up you want to actually clean off the blades.

Monthly

Clean out car

You know how "stuff" can collect in a car, AND you might find some money!!

Monthly

Defrag computer drives

"Defrag" your computer hard drive monthly. It gets very disorganized and defragging it puts everything in order again.



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Monthly	Disk-cleaning of computer drives Take two minutes once a month to empty your computer recycle bin. It is like taking out the trash. It gives you back wasted space on your hard drive.
Monthly	Drano in drains
Monthly	File income tax papers If you keep a central file and put anything you think might be related to taxes in that file each month it will make doing your taxes much easier.
Monthly	Pay extra on credit cards/highest rate cards first
Monthly	Pull sink drain plugs and clean out buildup Okay, okay, I know you don't want to do this but it needs to be done. Pull the drain plug out of the sink, wash it down and then get something to clean out the gunk that has built up in the drain.
Monthly	Reconcile checkbook
Monthly	Replace burned out light bulbs
Monthly	Test car brakes/lights/signals Have someone sit in the car and tap the breaks, click the turn signals and flick the beams on high as you watch. Then quickly clean your headlights and tail lights for safety's sake.
Monthly	Wash fan filter for exhaust fan
Quarterly	Oil change/filter change car
Six months	Test GIF breakers on plugs near sinks



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Six months	Change garage door battery
Six months	Change smoke detector battery
Six months	Check doorbell
Six months	Check frequent flier miles for expiration dates
Six months	Co-ordinate all clocks in house/cars when the time changes.
Six months	Dentist appointments
Six months	Septic tank solution
Spring	Check lawnmower oil/clean filter
Spring	Close chimney flue
Spring	Get boat/RV ready
Spring	Get mower sharpened and tuned up
Spring	Get out lawn furniture
Spring	Put away winter supplies
Spring	Start planning vacations
Spring	Take down storm windows/put up screens
Annually	Save money, be warmer On a windy day go around the house and feel electrical outlets that are on outside walls to see if there are drafts coming in. If there are buy little foam insulators designed to stop the drafts and put them on. You'll be warmer and save heating money.



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