

My Control Journal



Dear Friends,

For almost several years our FLY Babies have been begging for me to publish a FlyLady Control Journal. Because all the information on how to put together a Control Journal is on our book, Sink Reflections and on our website www.FlyLady.net, I hated to print something that I am going to have to charge you for. I have been pretty stubborn about this because I do not want you to think that buying this Control Journal is going to be the magic pill that will start you FLYing. I will say that having routines written down as a guide will keep you focused. When I got my act together I didn't have some bossy woman named FlyLady telling me what to do. I was FLYing by the seat of my pants.

Now I don't want you intimidated by these pages. This is your workbook for guiding you through the process one BabyStep at a time. We are going to start with the definition of a Control Journal. It is a binder that keeps your routines in one place. I like to think of it as an operations manual for your home. Keep in mind that this is YOUR Control Journal and not mine, so you are going to have to adapt this to fit your family and lifestyle. My routines will not work for you; just like my shoes don't fit your feet. Make these routines yours and you will sprout those wings and FLY!

My friend Tracy thinks of her kitchen as a Control Tower. All traffic in her home has to go through this area. From this analogy we came up with the name Control Journal. Now keep in mind this is not a binder that you are going fill up with clutter. This is just for routines, basic weekly plans, zones, menus, master grocery list, emergency section and master address book. You can add sections at a later time for FACE(Financial Awareness Continually Empowers) and for Holiday/Special Event planning.

Now don't try to fill this out all in one sitting! That is your perfectionism rearing its ugly head again. When you build your routines one habit at a time and you will find that they will become automatic. It is almost as if your home cleans itself. Remember that your home did not get messy in a day and it is not going to get clean overnight. This is about making progress each day and not setting yourself up for failure with your perfectionism.

Are you ready to FLY with YOUR Control Journal Guiding you along the way?

FlyLady

FlyLady's Before Bed Routine Explanation

The Before Bed Routine is the most important routine of the whole day. Set a regular time to do your Before Bed Routine. Then do it - starting tonight. I start mine as soon as dinner is complete. Others start theirs in the afternoon while they are getting supper ready. It is up to you. - FlyLady

There are three parts to the Before Bed Routine:

1. Do a quick attack of your hot spots. (10minutes - tops)
2. Think about tomorrow.
3. Take care on yourself.

Now we are going to think about all the things that you can do in the evening to make it easier to get out of bed in the morning. There is nothing worse than being greeted by a messy home.

Our Before Bed Routine starts as soon as you finish dinner. Look at the main rooms of your home and attack your hot spots. This is only going to take a few minutes.

- Kitchen (clean it up after dinner and shine your sink)
- Livingroom (pick up after yourself and others: delegate too)
- Entrance (put away mail and clean off your favorite dumping ground)

Next we are going to be looking at what we can do tonight that will save us precious time tomorrow and keep us from being panicked.

- Make lunches while you are in the kitchen cleaning up after dinner.
- Think about what you are fixing for breakfast and prepare the table.
- What is for dinner tomorrow: use your crockpot. Thaw in refrigerator.
- Check your calendar for tomorrow's schedule.
- Start your To Do list.
- Gather up items that you need to take with you tomorrow: backpack etc. (put by the front door launch pad so you won't forget them)
- Lay out your clothes for tomorrow; Iron if needed.

Now it is time to get your body and mind ready to rest. It is important that you set your bedtime at a decent hour so you get 7-8 hours of sleep and stick to it daily.

- Take a bath to relax or read.
- Brush your teeth and floss, wash your face and comb your hair.
- Take your medications or vitamins.
- Put on your pajamas.

Now that you are ready for bed, it is time to celebrate today's accomplishments and what you are thankful for.

- Write down 5 things to celebrate on a sheet of paper.
- Read, listen to music or do say your prayers and meditate.
- Go to bed at a decent hour with a smile on your face and in your heart.

I know this looks like a lot to do; if you will start your Before Bed Routine while you are finishing dinner, it will only take a few minutes. Now this routine will have to be adapted for FLY Babies with children. Take BabySteps and don't try to do it all the first night. You have to establish your habits one at a time, so start with one habit out of each little section.

- Shine your kitchen sink.
- Check your calendar: Lay out clothes/put clothes away.
- Brush teeth and go to bed at a decent hour

The explanation sheets, example sheets and worksheets do not belong in your Control Journal. Once you have done them put them someplace else like the trash can. They will clutter up your Control Journal. Do you understand this. Too many pages in your Control Journal will overwhelm you!

FlyLady

Before Bed Routine

Sheet Protector

The most important routine of the day!

Section 1: Do a quick attack of your hot spots. (10minutes - tops)

- Shine your kitchen sink
- _____
- _____
- _____
- _____
- _____

Section 2: Think about tomorrow.

- Check your calendar
- Lay out your clothes; Put away your dirty clothes
- _____
- _____
- _____
- _____
- _____

Section 3: Take care on yourself.

- Brush your teeth and floss
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- Go to bed at a decent hour!!

Build your routines in BabySteps; before you know it your home will be running on automatic pilot.--FlyLady

FlyLady's Morning Routine Explanation

This is my full "morning routine". It took me several months to work up to a full blown morning routine. I did most of the things, but they were not automatic. Now they are. Look at the way I move through the house starting with getting dressed. As I move from room to room, I am finished with most of it. Then I check to see if I have missed anything on my list.

I realize this may seem like a lot, but if you do your "Before Bed Routine", this part is a piece of cake. All you are really doing is getting dressed, sprucing up the bathroom, going to the kitchen, and taking care of yourself.

FlyLady

My morning routine is broken down into four parts:

Rise and Shine

- Make your bed as soon as you get out of it (unless your DH is still there). Go into the bathroom.
- Shower and clean the bathroom while you are there.
- Fix your hair and face.
- Swish the toilet and leave the room never to return till later. It is clean and you can forget about it for now.
- Leave your bedroom with a load of laundry in hand and go straight to the washer.

Kitchen

- If you did your Before Bed Routine, the kitchen is clean and all you need to do is empty the dishwasher.
- Make coffee and start breakfast.
- Feed the critters.
- Feed the family (including yourself).

Think About Your Day

- Check your calendar.
- Make your list of what you are going to do today (To Do List)
- Thaw something for dinner.

- Checkbook (bring down your balance).
- Reboot the laundry (put in dryer).
- Put out your hotspots. If you did your Before Bed Routine you won't have any.

Now Think About Yourself

- Take your vitamins and medications.
- Sit down. Eat breakfast (if you haven't already).
- Morning Meditation (Take a little time for your spirit!)
- Now reward yourself with some computer time. Check your e-mail.

I know this looks like a lot to do; but if you think about it you are already doing most of it, you just don't have it written down. This most important part of this routine is to come out of your bedroom and bathroom fully dressed to lace up shoes. Your morning routine will only take a few minutes. If you will just get up and get dressed. Now this routine will have to be adapted for FLY Babies with children. Take BabySteps and don't try to do it all the first day. You have to establish your habits one at a time, so start with one habit out of each little section.

The explanation sheets, example sheets and worksheets do not belong in your Control Journal. Once you have done them put them someplace else like the trash can. They will clutter up your Control Journal. Do you understand this. Too many pages in your Control Journal will overwhelm you!

FlyLady

Morning Routine

Sheet Protector

Start your day FLYing!

Rise and Shine

- Make your bed then go into the bathroom.
- Shower and get dressed to lace-up shoes
- Swish and swipe the bathroom while you are there.
- Fix your hair and face.

- _____
- _____
- _____
- _____
- _____

Kitchen

- Empty the dishwasher.

- _____
- _____
- _____
- _____
- _____

Think About Your Day

- Check your calendar

- _____
- _____
- _____

Now Think About Yourself

- Take your vitamins and medications.

- _____
- _____
- _____

You can do anything for 15 minutes; even get your day started on the right foot. You are FLYing now! -- FlyLady

Other Routines

Routines give our day the structure that we need. Some members have developed "Noon Routines" and "Get home from school or work routines". I have a morning, a late afternoon, and a before bed routine. Pam and Peggy have a morning routine, an early afternoon work routine, and a before bed routine. This is all up to you. Eventually you will have these in your head and they will become as automatic as walking. The secret is to do one step at a time: Having it written down helps, even if you can't do it all. Start with one habit and build upon that by adding another one to practice. Soon you will be FLYing on autopilot." - FlyLady

These are some afternoon routines you can use as additional examples:

Early Afternoon Example routine:

- Eat Lunch
- Clean up dishes
- Make business phone calls
- Check email
- Spend 1 hour writing

Example of After school routine.

- Empty backpack or brief case
- Make snacks
- Help with homework
- Finish Laundry

Example of a Late Afternoon Routine

(This is mine, I am setting a relaxing tone for my sweet darling) I start it at 4:30-5:00 most afternoons. You can do this for yourself if you like. This helps you to calm down after a hard day of work or play. - FlyLady

- Set dinner table
- Start dinner
- Light candles
- Put on some nice music
- Pick up a couple of hot spots

Afternoon Routines Sheet Protector

Build your routines one BabyStep at a time!

Early Afternoon

- Eat Lunch
- _____
- _____
- _____
- _____
- _____
- _____

After school or after work routine

- Empty backpack or brief case
- _____
- _____
- _____
- _____
- _____
- _____

Late Afternoon Routine

- Start dinner
- _____
- _____
- _____
- _____
- _____
- _____

Your afternoon routines, whether at work or home set the tone for the rest of your day. - FlyLady

Basic Weekly Plan Explanation

Each day has a purpose; this is your guide for your week.

Many people think that the Basic Weekly Plan is difficult, but it is really just child's play. Think of your Basic Weekly Plan as the implementation of one of our childhood songs; "This is the way wash our clothes". Every activity has a day assigned for you to do it. In my grandmother's day, she did her laundry every Monday morning. Her shopping was done on Saturday. So now you get the feel of how this little tool works.

With FLYing all we need to do is set the schedule for our week. Here are the questions that you need to ask yourself: Keeping in mind that this is a plan that is flexible when it needs to be. Let's think about all the things need to be done weekly. You already have a Basic Weekly Plan, you know don't call it that. You are usually running around like a chicken with its head cut off putting out fires.

This is your worksheet for developing your Basic Weekly Plan. I am forcing you to think about what days you do each of these things. Before you start to fill in this worksheet I want you to look at my Basic Weekly Plan. Setting aside one day to run around is much easier than having to run out to the store because you overscheduled yourself or ran out of something. Having a set shopping day makes the whole week a peaceful journey.

The explanation and the worksheet are not part of your Control Journal. They are to be discarded after you develop a basic weekly plan. Use a pencil if you are not ready to carve it in stone. This is outline for your week not a straight jacket. Some weeks we just have to FLY by the seat of our pants. Now we don't beat ourselves up over this. When you finish penciling in your basic weekly plan then put the Basic Weekly Plan into a sheet protector. Use the front and the back and keep the Weekly Home Blessing guide sheet by itself on the day you choose to bless your home. If you choose not to do it in an hour, then break it down into several days and pencil that in on the day of the week. This is not as bad as it looks. It just takes longer to explain than it does to actually do it. It took me six months to finally understand the beauty of a Basic Weekly Plan. You can do this! I promise this routine keeps you calm just knowing that if it is Monday I am doing _____!

FlyLady's Basic Weekly Plan

Monday: Weekly Home Blessing Day (8:00am-9:00am)

1. Get Up and Dress to Shoes (this goes without saying every single day)
2. Laundry
3. Weekly Home Blessing Hour
 - a. Cull/toss old magazines.
 - b. Change sheets.
 - c. Empty all the trash.
 - d. Vacuum all rooms.
 - e. Mop kitchen and bath.
 - f. Clean mirrors and doors.
 - g. Feather dust furniture.

Tuesday: Free Day

1. Water and fertilize plants.
2. Spend 15 minutes in the current zone.

Wednesday: Zone Clean and Partial Desk Time

1. Finish Zone Cleaning
2. Remainder Weekly Cleaning
3. Make sure refrigerator is clean
4. Write thank-you notes
5. Work on menus and grocery list for next week
6. Balance check book before going shopping

Thursday: Grocery and Errand Day

1. Make sure menus are planned before you go shopping.
2. Check grocery list one last time before you leave the houser. Take your list with you.
3. Grocery Day.
4. Errand Day:
 - a. Library.
 - b. Post office.
 - c. Buy gifts and cards.
 - d. Buy candles.

Friday: Paperwork and Misc.

1. Be romantic today.
2. Get food from the basement freezer for next week.
3. File papers.
4. Write letters and cards.
5. Clean out purse.
6. Mend clothes and polish shoes.
7. Pet care (Flea and Heart Meds).
8. Clean out car and check fluids.
9. Clean laundry room.
10. Mail film to Mystic Labs.

Yeah! It's the weekend! Time for the weekend dance! Have some fun! - FlyLady

Friday: is "Date Night"

Saturday: is "Family Fun Day"

Sunday: is "Renew Your Spirit Day"

Basic Weekly Plan Worksheet

(after you finish with this put it in the trash; it does not belong in your Control Journal)

Starting with your kitchen; What day do you If you don't have a day then pick one and you will see the plan come together.

Kitchen:

- Mop the floor(Part of Weekly Home Blessing Hour) _____
- Wash area rugs (this could be a monthly item) _____
- Clean out the Refrigerator(before shopping) _____
- Plan Menus (for next week before shopping) _____

Bathroom:

- Polish Mirror (Weekly Home Blessing) _____
- Empty the trash (WHB) _____
- Mop floor (WHB) _____
- Clean tub (I do this while in the tub daily) _____

Laundry Room:

- Do ? loads a week (Once a week or once a day) _____
- Iron (I don't iron; you may need to) _____
- Clean off washer and dryer (put clothes away) _____
- Sweep the floor(WHB) _____
- Put away all clean clothes(every time you do laundry) _____
- Change vacuum bag or check (could be a zone item) _____
- Straighten Laundry Room _____

Bedrooms/children are responsible for their rooms:

- Clean Mirror(WHB) _____
- Vacuum Carpet(WHB) _____
- Dust Furniture(WHB) (I do it daily with my duster) _____
- Change Sheets (WHB) _____

Living Room/Dining Room/Family Room:

- Clean Mirror(WHB) _____
- Vacuum Carpet(WHB) _____
- Dust Furniture(WHB) (I do a little daily with my duster) _____
- Cull Magazines (WHB) _____

Paperwork / Cars / Pets / Personal

- Pay Bills and File Paperwork _____
- Write letter/ Mail Cards _____
- Cull Magazines (WHB) _____
- Water Plants _____
- Clean Out Purse _____
- Polish Shoes/ Mend Clothes _____
- Pet; Brush, Flea Treatment, Bath, Meds _____
- Clean Out Car (no more Unidentified Flying Objects) _____
- Me Time (Schedule time for yourself even if just 1 hour) _____
- Family Fun Time _____
- Date Night (with husband, friend, or your child) _____
- Renew Your Spirit (However you choose) _____
- Run Errands Pick one day each week for running _____
 - Grocery Shopping
 - Take Back Library Books
 - Go to the Post Office to Mail item or purchase stamps
 - Make other Appointments

Now that you have filled in this worksheet, it is time to break it down into days of the week. Let's start with Weekly Home Blessing Hour. Some FLYBabies that work outside of their home do it over three days; one item before work and one when they get home. Other FLYBabies do a Weekly Home Blessing Hour on Mondays and then again on Fridays. This gets the house ready for the weekend and also to recover from the weekend. I do mine on Monday morning. Pick a system that will work for your family.

Next pencil in all the things you are going to be doing on your errand day. Once you have decided on errand day; then the day before it is the day to clean out your refrigerator, make a grocery list and make your menus. This needs to be done to take inventory of what you need to use up. Cook it don't let it spoil.

Then decide on when you are taking some time for yourself. It could be that you meet with some girlfriends for a girl's night out or you take a class. It could be your pamper night. Mark things off as you go till you have merged the worksheet into your Basic Weekly Plan. This is so much fun! You can do I this.

Weekly Home Blessing

(you decide: Once a week, a little each day or twice a week)

Housework done incorrectly still blesses your family! -- FlyLady

Only spend 10 minutes on each item. You are running through the house not trying to do one room at a time. Remember you don't have to clean like your mother did! Do you hear me? Set your timer and go as fast as you can. Put on some fun music and bless your home as well as your body. If you need to break it down into days then pencil in the day of the week. When the timer goes off you can stop. I promise you will get faster at this the more you practice it. Do not get into perfectionist mode. We are just hitting the middles.

- 1. Vacuum the traffic areas of your home**
- 2. Toss out last week's magazines: They are clutter!**
- 3. Change the sheets on your bed; have your children do theirs with your supervision.**
- 4. Sweep, then mop the kitchen and bathroom floor.**
- 5. Clean glass mirrors and doors: handprints, toothpaste, dog noses prints.**
- 6. Gather up all the trash in the house and recyclables put with the trash can.**
- 7. Grab your feather duster and dance through your home with your final blessing.**

Keep this sheet with the day of the week you choose to Bless Your Home!
Sheet Protector

My Basic Weekly Plan Sheet Protector

Monday: _____

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Tuesday: _____

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

You don't have to fill in all the blanks!

Housework done incorrectly still blesses your family!

My Basic Weekly Plan Sheet Protector

Wednesday: _____

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Thursday: _____

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

You don't have to fill in all the blanks!

Housework done incorrectly still blesses your family!

My Basic Weekly Plan Sheet Protector

Friday: _____

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Saturday: _____

- _____
- _____
- _____
- _____

Sunday: _____

- _____
- _____
- _____
- _____

You don't have to fill in all the blanks!

Housework done incorrectly still blesses your family!

Zone Detail Cleaning

You will never have to spring clean again!

For years we have cleaned our homes with the classic Stash and Dash method. You know the drill; your mother is coming to visit so you spend two days stuffing clutter under beds, in closets and in the basement. Your home looks good for just a few days, but please don't open a closet door; it could be hazardous to your health. Then after your company leaves, you can't find anything. The stress grows in comparison to your guilt. I want all of this to stop.

With your Routines and Weekly Home Blessing Hour to help you maintain the surface clutter, your zone detail cleaning will help you clear out the hidden clutter and those little jobs that you put off until you can't stand it any longer.

The beauty of breaking our home into zones is that we nip our perfectionism in the bud. We will never have to spring clean again in order to make the whole house look good. That process is so overwhelming that we have not done it in a long time. Sending just a few minutes clearing clutter in your zone is all it takes to put the icing on your cake. After doing about three months of Zone Detail Cleaning your home will be shining. You may never see dirt again.

Here is how we do this. Look at your calendar. There are parts of five weeks that make up a month.

Monthly Calendar Example for Zones								
		Sun	Mon	Tue	Wed	Thu	Fri	Sat
Zone 1	Entrance				1	2	3	4
Zone 2	Kitchen	5	6	7	8	9	10	11
Zone 3	Bathroom	12	13	14	15	16	17	18
Zone 4	M.Bedroom	19	20	21	22	23	24	25
Zone 5	Livingroom	26	27	28	29	30		

Zone 1: Entrance, Front porch and Dining Room

Zone 2: Kitchen

Zone 3: Main Bathroom and another room; Laundry, Office, Child's Room

Zone 4: Master Bedroom, Master Closet and Master Bathroom

Zone 5: Living Room, Family Room, Play Room, or Den.

Zone 1 Detailed Cleaning List Sheet Protector

Entrance Detailed Cleaning List

Start at the ceiling and work down to the floor.

- Clean cobwebs
- Dust window sills and front door
- Clean switch plates of hand prints and walls if needed
- Put plants in to the shower and give them a good rinse.
- Dust furniture
- Dust baseboards
- Straighten the coat closet
- Sweep vacuum or mop the floor
- Put back the plants.
- Add your own welcoming touches

Dining Room Detailed Cleaning List

Start at the ceiling and work down to the floor

- Clean the cobwebs
- Dust window sills
- Clean the window
- Clean doors of china cabinet after you straighten the dishes
- Dust the furniture
- Clean and straighten any drawer
- Clean off top of Dining table and Polish
- Rinse plants in the shower
- Dust the bottoms of the chairs.
- Dust the baseboards
- Move furniture: vacuum underneath(except the china cabinet: too top heavy)
- Add personal touches to the table(table cloth, pretty bowl, flowers)
- _____
- _____
- _____

Front Porch Detailed Cleaning List Sheet Protector

- Sweep down cobweb and spider webs
- Sweep off porch furniture
- Sweep the porch.
- Throw away any dead plants; Repot planters (in summer)
- Prune back unruly bushes from the entrance.
- Refill bird feeders.
- Wipe of tables, banisters, and light fixtures.
- Get rid of unwanted items.
- Add your own personal welcoming touches (wreath, mat or bell)
- _____
- _____
- _____

Zone 2 Detailed Cleaning List Sheet Protector

Kitchen Detailed Cleaning List

- Empty Refrigerator/Clean Thoroughly
- Clean Microwave Inside And Out
- Clean Stove/Oven
- Wash Canister/Knick-Knacks
- Straighten Drawers/Cupboards (one at a time)
- Wipe Fingerprints Off Walls and Switch Plates
- Wash Inside Windows
- Clean Fan/Vent-A-Hood Filters And Hood
- Scrub Down Cabinet Fronts (Only A Few At A Time)
- Clean Light Defusing Bowls(Glass Globes Over Light Bulbs)
- Clean Under Sink/Throw Away Old Rags and grocery sacks
- Clean Pet Dishes
- _____
- _____
- _____
- _____
- _____
- _____

Zone 3 Detailed Cleaning List

Sheet Protector

Do not get blown away by how big this detailed cleaning list is. We do not do all of it in one week. Each month we focus on the main bathroom and a different room, and only do just a little in the other rooms. After a few months it will be very easy! BabySteps! It did not get dirty overnight and it is not going to get clean in a day!

Bathroom Detailed Cleaning List

- Wash Area Rugs
- Scrub/Wax Floor
- Straighten Drawers/ Cabinets
- Clean Shower Stall/ Wax (Not The Floor!)
- Wash Shower Door
- Clean Medicine Cabinet
- Clean Scale
- Throw Away Empty Bottles
- _____
- _____

Extra Bedroom Detailed Cleaning List

- Polish Furniture
- Straighten Drawers/ Closet
- Clean Cobwebs
- Wash Mattress Pad/ Dust Rug
- Flip Mattress
- Wash Curtains
- Wash Windows
- Clean Window
- Straighten Bookcase
- Clean Out The Closet
- Put Away Stray Items
- Fertilize Plants
- _____
- _____

Zone 3

Sheet Protector

Children's Bathroom Detailed Cleaning List

- Wash Area Rugs
- Sweep/ Scrub/ Wax Floor
- Straighten Drawers/ Cabinets
- Clean Shower/ Tub Stall
- Wash Shower Door
- Scrub Bath Toys
- Wash Down Outside Of Toilet
- Throw Away Empty Bottles
- _____
- _____
- _____

Children's Bedrooms Detailed Cleaning List

- Polish Furniture
- Straighten Drawers/ Closet
- Clean Cobwebs
- Wash Mattress Pad/ Dust Rug
- Flip Mattresses
- Wash Curtains
- Clean Window
- Straighten Toy Shelves
- Clean Under The Bed
- Clean Out The Closet
- Put Away Stray Items
- Sort Out-Grown Clothes
- Vacuum Under Bed/ Closets
- Dust Baseboards
- Clean Fingerprints Off Door/ Walls
- Rearrange Videos/ Games/ Books
- _____
- _____
- _____

Zone 3

Sheet Protector

Office Detailed Cleaning List

- Clear Off The Surface Of Your Desk
- Throw Away Pens That Don't Work
- Sharpen Pencils
- Throw Out All The Trash
- Put Items To Keep In A Pending File For Wed (Desk Day)
- Do Not Stop To Pay Bills
- Straighten One Drawer At A Time
- Toss Out Old Receipts From Over 7 Years
- Clean Off The Monitor Screen
- Fill Printer Caddy With Paper
- Establish A Place For Current Bills
- Vacuum Under Desk And The Whole Room
- Dust Furniture
- Clean Windows
- Remove Cobwebs
- Check Supplies; Checks, Paper, Ink Cartridges, Stamps, Envelopes
- _____
- _____
- _____

Laundry Room Detailed Cleaning List

- Wipe Down The Top Of The Washer And Dryer
- Clean The Gunk From Under The Washer Lid
- Throw Out Empty Bottles And Boxes
- Empty The Garbage Can
- Check Supplies Of Laundry Detergent, Softener, Spot Remover
- Sweep And Mop The Floor
- Remove The Cobwebs
- Put Away All Clothes
- Look Behind Appliances For Odd Socks
- _____
- _____

Zone 4: Detailed Cleaning List Sheet Protector

Keep in mind, if you have not decluttered this area, don't even think About doing any of this, until the clutter is gone. It has been dirty for a very long time, work on the clutter first, then the detailed cleaning is a piece of cake. - FlyLady

Master Bathroom Detailed Cleaning List

- Wash Rugs
- Straighten Up Makeup
- Straighten Drawer/Cabinets
- Clean Shower Stall
- Wash Shower Doors
- _____
- _____

Master Bedroom Detailed Cleaning List

- Polish Furniture
- Clean Off The Desks
- Clean Cobwebs
- Wash Mattress Pad/Dust Ruffle
- Flip Mattress
- Empty Trash
- Wash Windows
- Cull Some Books From Bookcase
- Straighten Drawers
- Clean Under The Bed
- _____
- _____
- _____
- _____

Zone 4

Sheet Protector

Master Closet Detailed Cleaning List

- Straighten The Top Shelves
- Arrange The Shoes
- Put Suitcases away
- Get rid of some clothes that don't fit.
- _____
- _____
- _____
- _____

Zone 5: Detailed Cleaning List Sheet Protector

Living Room/ Family Room/ Den Detailed Cleaning List

- Clean Cobwebs
- Clean Windows
- Straighten Bookcases
- Wash Ornaments And What-Knots
- Clean Out End Table
- Straighten Closets/ Drawers
- Wipe Fingerprints From Walls
- Polish Furniture
- Clean Out Magazine Racks
- Clean Phone
- Clean Under Cushions
- Clean Out Fireplace
- Move Furniture And Vacuum
- Shampoo Carpet
- _____
- _____
- _____
- _____

If you have a family room, game room, sun porch, or other room that is used by the family for living purposes, then concentrate on decluttering one room each month (or as you find more time). Do not push yourself. They did not get cluttered in one month and they will not get clean in one week. Remember: BabySteps. If you are unable to do any task, just skip it and go to the next one. Do not save them up.

- FlyLady

Emergency Section

Now listen very closely: I want you to take a deep breath and calm yourself for just a second. Now you can do what you need to do! Keep in mind that you can do anything for 15-minutes; even the worst of tragedies.

{{{HUGS}}}

FlyLady

Emergency Phone number 911

If you don't have 911 in your area:

Sheriff or Police office number _____

Fire Department _____

Ambulance _____

Poison Control Center _____

OTHER EMERGENCY NUMBERS

Doctors:

Husband's Doctor: _____ Phone number _____ Address _____
--

Wife's Doctor: _____ Phone number _____ Address _____

Children's Doctor: _____ Phone number _____ Address _____

Pet's Veterinarian: _____ Phone number _____ Address _____
--

Pharmacy: _____ Phone number _____ Address _____
--

Important Numbers You May Need

Personal Numbers for Immediate Family Members:

Name: _____
Social Security number: _____
Health Insurance company: _____
Health Insurance number _____
Cell Phone Number _____

Name: _____
Social Security number: _____
Health Insurance company: _____
Health Insurance number _____
Cell Phone Number _____

Name: _____
Social Security number: _____
Health Insurance company: _____
Health Insurance number _____
Cell Phone Number _____

Name: _____
Social Security number: _____
Health Insurance company: _____
Health Insurance number _____
Cell Phone Number _____

Name: _____
Social Security number: _____
Health Insurance company: _____
Health Insurance number _____
Cell Phone Number _____

Back-up Numbers for Your Records

Bank Accounts: _____ Phone _____
Checking Account number: _____
Savings Account number: _____
Debit Card Number _____

Credit Card Numbers:
Card Name _____ Card Number _____
Card Name _____ Card Number _____
Card Name _____ Card Number _____
Card Name _____ Card Number _____

Vehicle Numbers:
Belongs To: _____
Make of Car: _____ Model _____ Year _____
Car Color _____ Vehicle ID Number (on the dash) _____
Car License plate number _____
Insurance Company _____ Phone _____
Insurance Number _____
=====

Belongs To: _____
Make of Car: _____ Model _____ Year _____
Car Color _____ Vehicle ID Number (on the dash) _____
Car License plate number _____
Insurance Company _____ Phone _____
Insurance Number _____
=====

Belongs To: _____
Make of Car: _____ Model _____ Year _____
Car Color _____ Vehicle ID Number (on the dash) _____
Car License plate number _____
Insurance Company _____ Phone _____
Insurance Number _____

Emergency Repairman Phone numbers

Utilities:

Cable Company Repair Number _____

Electricity Company Repair Number _____

Garbage/ Solid Waste Department: _____

Gas Company Repair Number: _____

Phone Company Repair Number: _____

Water/Sewer Department: _____

Favorite Repair People:

Appliance Name _____ Phone Number _____

Car/Mechanic _____ Phone Number _____

Carpenter Name _____ Phone Number _____

Electrician Name _____ Phone Number _____

Plumber Name _____ Phone Number _____

Wrecker _____ Phone Number _____

Restoration Company: In case of flood or smoke damage

Name _____ Phone Number _____

It is time to learn how to turn off these things in your house. Take 15 minutes and get someone to teach you how to or figure it out for yourself. Here is a check list. If you need to write down instructions then use another sheet of paper.

Turn off water to: Toilet ___ Washing Machine ___ Ice Maker ___
Bathtub ___ Shower ___ Water Heater ___ Sink ___

Turn off the water to the whole house at the street or pump. _____

Turn off the electricity at the breaker box _____

Turn off the natural gas in case of earthquake or storm _____

Then put that wrench where you can find it and paint it a special bright color so it catches your eye.

Check your smoke alarms monthly and your carbon monoxide detectors.

Other things: _____

Contact Phone Numbers For Friends and Family

Sheet Protector

Husband's (Name) _____
Cell Phone Number _____ Work Number _____
Work Address _____

Wife's (Name) _____
Cell Phone Number _____ Work Number _____
Work Address _____

Husband's Parents (Name) _____
Cell Phone Number _____ Work Number _____
Home Address _____

Wife's Parents (Name) _____
Cell Phone Number _____ Work Number _____
Home Address _____

Grown Children's (Name) _____
Cell Phone Number _____ Work Number _____
Home Address _____

Day Care Provider (Name) _____
Cell Phone Number _____ Work Number _____
Home Address _____

Brother's (Name) _____
Cell Phone Number _____ Work Number _____
Home Address _____

Sister's (Name) _____
Cell Phone Number _____ Work Number _____
Home Address _____

Neighbor's (Name) _____
Cell Phone Number _____ Work Number _____
Home Address _____

Address Book

Sheet Protector

Name _____	Phone Number _____
Address _____	Cell Phone _____
City _____ State _____	Zip Code _____
Email Address _____	
Memo _____	

Name _____	Phone Number _____
Address _____	Cell Phone _____
City _____ State _____	Zip Code _____
Email Address _____	
Memo _____	

Name _____	Phone Number _____
Address _____	Cell Phone _____
City _____ State _____	Zip Code _____
Email Address _____	
Memo _____	

Name _____	Phone Number _____
Address _____	Cell Phone _____
City _____ State _____	Zip Code _____
Email Address _____	
Memo _____	

Name _____	Phone Number _____
Address _____	Cell Phone _____
City _____ State _____	Zip Code _____
Email Address _____	
Memo _____	

Name _____	Phone Number _____
Address _____	Cell Phone _____
City _____ State _____	Zip Code _____
Email Address _____	
Memo _____	

Address Book

Sheet Protector

Name _____	Phone Number _____
Address _____	Cell Phone _____
City _____	State _____ Zip Code _____
Email Address _____	
Memo _____	

Name _____	Phone Number _____
Address _____	Cell Phone _____
City _____	State _____ Zip Code _____
Email Address _____	
Memo _____	

Name _____	Phone Number _____
Address _____	Cell Phone _____
City _____	State _____ Zip Code _____
Email Address _____	
Memo _____	

Name _____	Phone Number _____
Address _____	Cell Phone _____
City _____	State _____ Zip Code _____
Email Address _____	
Memo _____	

Name _____	Phone Number _____
Address _____	Cell Phone _____
City _____	State _____ Zip Code _____
Email Address _____	
Memo _____	

Name _____	Phone Number _____
Address _____	Cell Phone _____
City _____	State _____ Zip Code _____
Email Address _____	
Memo _____	

Make Copies of a blank one if you need to.

Address Book

Sheet Protector

Name _____	Phone Number _____
Address _____	Cell Phone _____
City _____	State _____ Zip Code _____
Email Address _____	
Memo _____	

Name _____	Phone Number _____
Address _____	Cell Phone _____
City _____	State _____ Zip Code _____
Email Address _____	
Memo _____	

Name _____	Phone Number _____
Address _____	Cell Phone _____
City _____	State _____ Zip Code _____
Email Address _____	
Memo _____	

Name _____	Phone Number _____
Address _____	Cell Phone _____
City _____	State _____ Zip Code _____
Email Address _____	
Memo _____	

Name _____	Phone Number _____
Address _____	Cell Phone _____
City _____	State _____ Zip Code _____
Email Address _____	
Memo _____	

Name _____	Phone Number _____
Address _____	Cell Phone _____
City _____	State _____ Zip Code _____
Email Address _____	
Memo _____	

Address Book

Sheet Protector

Name _____	Phone Number _____
Address _____	Cell Phone _____
City _____	State _____ Zip Code _____
Email Address _____	
Memo _____	

Name _____	Phone Number _____
Address _____	Cell Phone _____
City _____	State _____ Zip Code _____
Email Address _____	
Memo _____	

Name _____	Phone Number _____
Address _____	Cell Phone _____
City _____	State _____ Zip Code _____
Email Address _____	
Memo _____	

Name _____	Phone Number _____
Address _____	Cell Phone _____
City _____	State _____ Zip Code _____
Email Address _____	
Memo _____	

Name _____	Phone Number _____
Address _____	Cell Phone _____
City _____	State _____ Zip Code _____
Email Address _____	
Memo _____	

Name _____	Phone Number _____
Address _____	Cell Phone _____
City _____	State _____ Zip Code _____
Email Address _____	
Memo _____	

Make Copies of a blank one if you need to.

11 Points to Preparedness for Evacuation

- 1. PEOPLE:** Have a plan for getting out of the house and make sure everyone knows it. Have an emergency bag of food and water for your family. Wholesome snacks and treats for the children: Dried fruit, nuts, peanut butter, crackers and granola bars.
- 2. PETS:** Keep pet carriers and leashes readily available to lead pets to safety. Also take pet food with you.
- 3. PICTURES:** Keep negatives or CDs of pictures in a lock box or at a family member's home. Have picture albums in one place ready to grab and go at a moment's notice.
- 4. PAPERS:** Have all your important papers in a lock box at a bank and only keep copies at the house. This keeps you from panicking. If you have them at home then put them in a folder that you can grab easily if you have to move fast. Color code it so you can find it!
- 5. PRESCRIPTIONS:** Take your medications with you. Don't forget the ones that have to be refrigerated like insulin. Have small ice chest and cold packs readily accessible to pack and go. If you have babies; remember their formula or medications.
- 6. PURSES:** This is where you keep your identification, credit cards and cash. Keep a stash of cash for emergencies and grab it. You may not be able to use an ATM in the event of a power outage.
- 7. PROPER CLOTHES and COMFORT ITEMS:** According to the weather conditions; gather up a change of clothes along with outer clothing: Coats, rain gear, boots, gloves and hats. If you have babies remember diapers. Remember to grab your children's favorite blanket, stuffed animal or toy. A game or a deck of cards could keep them occupied and calm too.
- 8. PLANNER/CALENDAR/CONTROL JOURNAL:** These documents have all the information you will need from phone numbers, insurance numbers and important dates. They are small and filled with things you don't have to try to remember.
- 9. PERSONAL PROTECTION:** Many of us still have that time of the month. Be sure and grab a box of your preferred protection. It may be hard to find if you have been evacuated. Stress can cause our bodies to do strange things too. So be prepared. Take medication for cramps too.
- 10. PHONES and RADIOS:** Many of us have cell phones now. Always keep them charged up and have a charger in the car or an extra battery. They may not work in the event of power outages, but then they might. Know which local radio station has emergency bulletins. Keep your battery powered radio tuned to that local station and have plenty of batteries for it.
- 11. PATIENCE:** This is one of the most important things to pack. Keep it inside of you so that you have a clear calm head. Having your P's to Preparedness list guiding you will keep you patient. In the event of an evacuation there will be lots of displaced people. Being patient will make things less stressful. Your children need to see you calm and collected. This will help keep them calm too.

We can FLY in the face of Danger and Emergency if we are prepared. Don't wait till you are being asked to evacuate. Everyone thinks that it could not happen to them. Well it could and it is up to you to make sure you are prepared. Don't wait! DO IT NOW!! -- FlyLady

Babysitter Information Sheet **Sheet Protector**

(leave on kitchen counter, on the refrigerator or by the phone)

Directions to your home: (the babysitter may not know these things)

Your Name _____

Address _____

Actual directions from a major crossroads

Contact phone numbers for Parents:

Mother's Cell phone _____

Mother's Work phone _____

Father's Cell phone _____

Father's Work phone _____

Contact phone numbers for the next door neighbors

Name _____ Phone number _____

Contact phone number for a grand parent

Name _____ Phone number _____

Parental Permission to for Babysitter (name) _____

To Whom It May Concern:

I _____, give my permission for medical attention for my
child/children (names) _____

Date _____ Parent Signature _____

Children's Health Information

Name _____ Date of Birth _____

Allergies _____ Blood type _____

Insurance Name _____ Account Number _____

Name _____ Date of Birth _____

Allergies _____ Blood type _____

Insurance Name _____ Account Number _____

Menu Planning; a Way to Save Real Money!

Many times we just think too hard on a subject or think it is going to take a long time to develop a menu plan for your family that we just don't do it. We wait till the last minute to even begin to cook something for ourselves and our family. As a result we throw in the dish towel before we even open the refrigerator door and head for the first drive-thru. This drains our pocketbooks and adds unwanted pounds to our bodies. Do you know how much money you have been spending on food for your family? This means in the grocery store and eating out.

Most of our income is spoken for by fixed payments: Utility bills, phone bills, house payments, car payments and credit card payments. When it comes down to saving real money the only place we have any wiggle room is on our food expenses. A little planning today will keep the money in the bank instead of it slipping through your fingers as you pay your toll at the golden arches.

Here is a simple way to make your menu plan: Keep a food calendar. All you have to do is pencil in what you had to eat every night. This will help you to build your menus for a week and this is a great start. We are all creatures of habit, so use these family habits to help you build a routine for your meals.

Let's use Sunday as an example: Do you go out to dinner or do you fix a big family meal. If you cook; is it pot roast or chicken? Are you beginning to see a pattern to our meals? This is why I like to have a theme to each meal for every day of the week. It can either be the type of meat you are cooking as the main course or how you cook it; the grill, crock pot or casserole. Or you could have a country theme; Italian, Mexican, Chinese, Greek, American, or Plain ole southern country cookin'. You can have some real fun with this and teach your children how to cook at the same time. Each night you could have a different Kid Chef. You would let your children help decide on the menu, make our grocery lists and then help prepare the meal. There is no better way to help a child learn about nutrition and real food. Just teach your child to make a salad and watch them ask for seconds and offer them to all the family.

Knowing what you are going to cook is half the battle. The other half is having the food in the house so you can pull it out of the freezer or pantry and fix it. If you have to go to the store you might as well just pass those arches again. This is why having a day set aside to plan menus, take inventory of your refrigerator as you clean it out and then go grocery shopping will help you enjoy cooking with your family again. You will be surprised at how much fun it is to cook when your kitchen is clean and your sink is shining and you have food in the house.

Are you ready to feed your family while saving money by getting back in the kitchen?

Week _____ **What's For Supper?**

Sunday () *Entrée* _____
Side Dishes _____
Bread _____ *Beverage* _____
Dessert _____

Monday () *Entrée* _____
Side Dishes _____
Bread _____ *Beverage* _____
Dessert _____

Tuesday () *Entrée* _____
Side Dishes _____
Bread _____ *Beverage* _____
Dessert _____

Wednesday () *Entrée* _____
Side Dishes _____
Bread _____ *Beverage* _____
Dessert _____

Thursday () *Entrée* _____
Side Dishes _____
Bread _____ *Beverage* _____
Dessert _____

Friday () *Entrée* _____
Side Dishes _____
Bread _____ *Beverage* _____
Dessert _____

Saturday () *Entrée* _____
Side Dishes _____
Bread _____ *Beverage* _____
Dessert _____

Week _____ **What's For Supper?**

Sunday () *Entrée* _____
Side Dishes _____
Bread _____ *Beverage* _____
Dessert _____

Monday () *Entrée* _____
Side Dishes _____
Bread _____ *Beverage* _____
Dessert _____

Tuesday () *Entrée* _____
Side Dishes _____
Bread _____ *Beverage* _____
Dessert _____

Wednesday () *Entrée* _____
Side Dishes _____
Bread _____ *Beverage* _____
Dessert _____

Thursday () *Entrée* _____
Side Dishes _____
Bread _____ *Beverage* _____
Dessert _____

Friday () *Entrée* _____
Side Dishes _____
Bread _____ *Beverage* _____
Dessert _____

Saturday () *Entrée* _____
Side Dishes _____
Bread _____ *Beverage* _____
Dessert _____

Week _____ **What's For Supper?**

Sunday () *Entrée* _____
Side Dishes _____
Bread _____ *Beverage* _____
Dessert _____

Monday () *Entrée* _____
Side Dishes _____
Bread _____ *Beverage* _____
Dessert _____

Tuesday () *Entrée* _____
Side Dishes _____
Bread _____ *Beverage* _____
Dessert _____

Wednesday () *Entrée* _____
Side Dishes _____
Bread _____ *Beverage* _____
Dessert _____

Thursday () *Entrée* _____
Side Dishes _____
Bread _____ *Beverage* _____
Dessert _____

Friday () *Entrée* _____
Side Dishes _____
Bread _____ *Beverage* _____
Dessert _____

Saturday () *Entrée* _____
Side Dishes _____
Bread _____ *Beverage* _____
Dessert _____

Week _____ **What's For Supper?**

Sunday () *Entrée* _____
Side Dishes _____
Bread _____ *Beverage* _____
Dessert _____

Monday () *Entrée* _____
Side Dishes _____
Bread _____ *Beverage* _____
Dessert _____

Tuesday () *Entrée* _____
Side Dishes _____
Bread _____ *Beverage* _____
Dessert _____

Wednesday () *Entrée* _____
Side Dishes _____
Bread _____ *Beverage* _____
Dessert _____

Thursday () *Entrée* _____
Side Dishes _____
Bread _____ *Beverage* _____
Dessert _____

Friday () *Entrée* _____
Side Dishes _____
Bread _____ *Beverage* _____
Dessert _____

Saturday () *Entrée* _____
Side Dishes _____
Bread _____ *Beverage* _____
Dessert _____

Week _____ **What's For Supper?**

Sunday ()	<i>Entrée</i> _____
	<i>Side Dishes</i> _____
	<i>Bread</i> _____ <i>Beverage</i> _____
	<i>Dessert</i> _____

Monday ()	<i>Entrée</i> _____
	<i>Side Dishes</i> _____
	<i>Bread</i> _____ <i>Beverage</i> _____
	<i>Dessert</i> _____

Tuesday ()	<i>Entrée</i> _____
	<i>Side Dishes</i> _____
	<i>Bread</i> _____ <i>Beverage</i> _____
	<i>Dessert</i> _____

Wednesday ()	<i>Entrée</i> _____
	<i>Side Dishes</i> _____
	<i>Bread</i> _____ <i>Beverage</i> _____
	<i>Dessert</i> _____

Thursday ()	<i>Entrée</i> _____
	<i>Side Dishes</i> _____
	<i>Bread</i> _____ <i>Beverage</i> _____
	<i>Dessert</i> _____

Friday ()	<i>Entrée</i> _____
	<i>Side Dishes</i> _____
	<i>Bread</i> _____ <i>Beverage</i> _____
	<i>Dessert</i> _____

Saturday ()	<i>Entrée</i> _____
	<i>Side Dishes</i> _____
	<i>Bread</i> _____ <i>Beverage</i> _____
	<i>Dessert</i> _____

Shopping List

Produce

Asparagus
Broccoli
Cabbage
Carrots
Cauliflower
Celery
Corn
Garlic
Green beans
Lettuce
Mushrooms
Onions
Peas
Peppers
Spinach
Squash
Sweet potatoes
Tomatoes

Dried Fruit

Apricots
Cranberries
Dates
Figs
Plums
Raisins

Nuts

Almonds
Peanuts
Hazelnuts
Pecans
Walnuts
Pine nuts
Sunflower

Fruit Juices

Cranberry
Grape
Grapefruit
Orange

Fresh Fruit

Apples
Apricots
Bananas
Blackberries
Blueberries
Cherries
Cranberries
Grapefruit
Grapes
Kiwis
Lemons
Melons
Oranges
Peaches
Pears
Pineapple
Plums
Raspberries
Strawberries
Tangerines

Condiments

Barbeque Sauce
Cocktail Sauce
Hot Sauce
Ketchup
Mayonnaise
Mustard
Olive Oil
Pickles
Relish
Salad Dressing
Soy Sauce
Steak Sauce
Teriyaki Sauce
Vinegar
Worcestershire

Spices

Garlic Powder
Cinnamon
Basil
Pepper

More Spices

Paprika
Parsley
Oregano
Red Pepper

Staples

Flour

- Bread
- Cake
- Rye
- Self-Rising
- WholeWht.

Baking Powder
Baking Soda
Cooking Oil
Corn Meal
Salt
Sugar

Meat

Bacon
Beef Roast
Chicken
Fish
Hamburger
Pork Chops
Pork Roast
Sausage
Shrimp
Steaks
Stew Meat
Turkey

Deli Meats

- Ham
 - Turkey
 - Hot Dogs
 - Roast Beef
 - _____
-

Dairy Case

Butter
Cheese

- Cheddar
- Mozzarella
- Jack
- American
- Ricotta
- Cottage
- String
- Cream

Eggs
Heavy Cream
Horseradish
Milk
Sour Cream
Soy Milk
Yogurt

Canned Food

Fruit

- Cocktail
- Peaches
- Pears
- Pineapple

Soup

- Tomato
 - Ck.Noodle
 - _____
-

Tomatoes

- Sauce
 - Stewed
 - Crushed
 - Paste
 - _____
-

Vegetables

- English Peas
 - Green beans
 - Pork&Beans
-
-

Shopping List

Paper Products

Baby Wipes
Bags for Lunch
Diapers
Face Wipes
Facial Tissue
Napkins
Plates
Toilet Paper
Towels

Cleaning Items

Air Freshener
All Purpose Cleaner
Bathroom Cleaner
Broom
Cleaning Wipes
Cleanser
Dish Washer Detergent
Dish Washing Liquid
Disinfectant Spray
Dust Pan
Fabric Softener
Furniture Polish
Garbage Bags
Laundry Detergent
Mop
Non Scratch Pads
Oven Cleaner
Rubber Gloves
Sponges
Spot Remover
Steele Wool Pads
Swiffer cloths
Vacuum Bags
Window Cleaner

Other Purchases:

Sheet Protector

Personal Products

Bath Powder
Bath Soap
Body/Hand Lotion
Bubble Bath
Conditioner
Contact Lens Solution
Deodorant
Eye Make-up Remover
Face Cleanser
Face Moisturizer
Face Toner
Feminine Hygiene
Floss
Hair Gel
Hair Spray
Hand Soap
Mouthwash
Perfume
Razors
Shampoo
Shaving Cream
Sun Screen
Toothpaste

Medicine (over the counter)

Activated Charcoal
Advil
Aleve
Antacid
Antibiotic Ointment
Anti-fungal Cream
Aspirin
Benadryl
Cortisone Cream
Cough Syrup
Decongestants
Excedrin
Eye Drops
Eye Wash
Midol
Nose Spray (Saline)
Tylenol

First Aide Kit

Ace Bandage
Adhesive Tape
Band-Aids
Cotton Balls
Cotton Pads
Gauze
Heat Pack
Ice Pack
Protective Gloves

Office Supplies

Dry Erase Markers
Fax Cartridges
Glue
Markers
Notebook paper
Paper Clips
Pencils
Pens
Post-it Notes
Printer Cartridges
Printer Paper
Scotch Tape
Staples

Other Supplies

Fertilizer
Weed Killer
Bug Killer
Lime
Potting Soil
Mulch
Seeds
Weed Eater String
Two Cycle Engine Oil
Oil
Duct Tape

